

MichaelPage

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## Order Coordinator for Manufacturing Company

## Order Coordinator, Manufacturing Company

## 募集職種

## 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

## 求人ID

1510936

## 業種

機械

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

450万円 ~ 600万円

## 更新日

2024年12月16日 16:28

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ネイティブ

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

Receiving orders from global companies and shipping out of the factory to overseas; exporting shipping documents (bookings are done by different logistics department, needs to instruct logistics team to dispatch the orders).

## Client Details

A global manufacturing company in the marine and energy market.

## Description

- Coordinate customer inquiries, quotations, orders, export operations, and claims based on target processes and KPIs
- Track order progress, compare with schedules, collect progress reports, and identify causes of delays
- Resolve claims, analyze, identify cause, and implement recurrence prevention measure
- Manage inventory, arrange delivery, and prepare and maintain trade documents

- Propose and implement continuous improvement of logistics processes and cost reduction.
- Provide logistics and export support for logistic utilizing SAP

#### **Job Offer**

- Very flexible work environment with great work-life-balance
- Chance to communicate with global teams / global job scope
- Mobility opportunities

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Davide Capretta at +81 3 6832 8675.

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#### **スキル・資格**

The Team is looking for candidates with the following main qualifications:

- Experience of import/export operations in logistics industry
  - Effective communication and problem-solving skills with clients and stakeholders
  - Fluent communication skills in Japanese and English
  - PC skills (Excel, data entry and Word, table insertion)
  - SAP experience ideal but not mandatory
  - Experience in the manufacturing industry would be preferred
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#### **会社説明**

A global manufacturing company in the marine and energy market.