



## PR/117728 | Logistics Operation Officer

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントイギリス

#### 求人ID

1512717

#### 業種

その他（商社）

#### 雇用形態

正社員

#### 勤務地

オランダ

#### 給与

経験考慮の上、応相談

#### 更新日

2025年01月21日 00:00

### 応募必要条件

#### 職務経験

3年以上

#### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

Company: Electronic equipment

Position: Logistics Operation Officer

Salary: around Euro 3,000 per month

Location: Rotterdam

#### Job Detail:

Logistics Coordination:

-Coordinate with the Operations Manager or Assistant Manager to arrange outbound shipments, ensuring all sales orders are completed on time and deliveries are punctual, whether local or international.

-Communicate with third-party warehousing companies, forwarders, and sister companies upon receiving shipping instructions, processing customer orders according to their requirements.

-Collaborate closely with third-party warehousing companies and operations team members to ensure export shipments are properly arranged and meet customer specifications.

-Accurately record shipments in the designated log.

-Assist in generating sales invoices upon receiving billing instructions from the Assistant Manager.

-Respond to order inquiries from National Distributors and process purchase orders in the ERP system.

-Coordinate with the headquarters in Japan to confirm stock availability and provide other requested information to National Distributors.

-Work with the Operations Manager or Assistant Manager to arrange inbound shipments, ensuring all necessary documents are in order.

**Administration:**

-Answer calls from external parties and handle email correspondence.

-Manage office and IT inventories, including computers, printers, and network equipment, acting as the point of contact for IT vendors.

-Support expatriates from Japan, including translating from Dutch to English.

-Organize and maintain all administrative records and documents.

**Requirements:**

- Diploma holder preferably in Logistics / Transportation / Supply Chain Management with related working experiences.

or

- Degree holder preferably in Logistics / Transportation / Supply Chain Management
- Fluent English Speaker / Writing skill
- Skilled Microsoft Word/Excel User (formula/ pivot), preferably PowerBI
- Preferably experienced Business Central or Navision

\*Candidates must have right to work in NL.

#cityrotterdam #netherland #jac\_uk #LI\_JACUK

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会社説明