

MichaelPage

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## Inventory Coordinator

## Inventory Coordinator- Global IT

## 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

1515832

## 業種

ITコンサルティング

## 雇用形態

正社員

## 勤務地

埼玉県

## 給与

経験考慮の上、応相談

## 更新日

2025年01月16日 19:30

## 応募必要条件

## キャリアレベル

新卒・未経験者レベル

## 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

This role is for an Inventory Coordinator in the Technology & Telecoms industry. The ideal candidate will be responsible for managing inventory, coordinating with the logistics team, and ensuring timely and accurate delivery of technological equipment.

## Client Details

Our client is a large organization in the Technology & Telecoms industry. They provide cutting-edge solutions and services to clients across Japan and internationally. Renowned for their strong commitment to high-quality customer service, they consistently strive for excellence in all areas of their operations.

## Description

- Manage and maintain the company's material and stocked product inventory including stock profiles and stock locations.
- Maintain and manage inventory of technological equipment and telecom devices.
- Liaise with the logistics team to ensure timely delivery of products to clients.
- Implement inventory tracking system to streamline our business operations.
- Conduct regular inventory audits and provide detailed reports to the management team.

- Collaborate with other team members to ensure business goals are met.
- Identify areas of improvement and work to improve supply systems.
- Ensure compliance with all company policies and procedures.

#### Job Offer

- Comprehensive insurance benefits.
- A chance to work in a diverse and multicultural environment.
- Opportunities for professional growth and career advancement.
- A vibrant and inclusive company culture that values employee well-being.

We encourage all candidates who believe they can fulfill these requirements to apply. This is a chance to be part of a company that values its employees and offers a rewarding career in the Technology & Telecoms industry.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Maribeth Mockovak on +XX XXXX XXXX (NS phone number)

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#### スキル・資格

A successful Inventory Coordinator should have:

- A degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- Proficiency in inventory management software and databases.
- Strong knowledge of data analysis, inventory management, and forecasting techniques.
- Excellent organizational and multitasking skills.
- Strong communication and negotiation abilities.
- Proficiency in English and Japanese language.

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#### 会社説明

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