



Supply Chain Coordinator

Job Information

Hiring Company

[Vega Project K.K.](#)

Subsidiary

Vega Project

Job ID

1462131

Industry

System Integration

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Chuo-ku

Train Description

Hibiya Line, Hatchobori Station

Salary

2.5 million yen ~ 3.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

July 6th, 2026 00:00

General Requirements

Career Level

Entry Level

Minimum English Level

Daily Conversation (Amount Used: English usage about 50%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Logistics Operations

- Coordinate domestic transportation and arrange logistics services, including truck bookings and delivery scheduling.
- Handle delivery-related project activities and provide logistics support to internal teams.
- Receive goods at the office and verify serial numbers (SN), MAC addresses, and shipment accuracy.
- Monitor delivery status and resolve shipment discrepancies or delivery issues.

Warehouse Coordination

- Create and maintain shipment and inventory lists for third-party logistics (3PL) warehouses.
- Review receiving reports from 3PL warehouse providers and ensure all expected items have been received.
- Investigate and resolve shortages, missing items, and receiving discrepancies.

Project and System Administration

- Update project names and project numbers in the company system.
- Create and maintain Bills of Materials (BOM) based on customer order confirmations.
- Update purchasing and logistics-related data in company systems.

Import / Export Management

- Coordinate international import and export shipments.
- Prepare and review shipping documentation and customs-related paperwork.
- Support customs clearance processes and ensure compliance with import/export regulations and tax requirements.

Financial and Documentation Support

- Print and prepare invoices and shipping documents.
- Enter Accounts Payable (AP) data into SAP accurately and on time.
- Review and verify logistics-related costs, including courier and transportation invoices.
- Monitor and reconcile Sagawa shipping record

Returns and Quality Support

- Manage DOA (Dead on Arrival) and RMA (Return Merchandise Authorization) processes.
- Coordinate with suppliers, customers, and internal departments to ensure timely resolution of return and replacement requests.

Required Skills

- Fresh graduates are welcome to apply.
- Japanese (Fluent), English conversational level
- Ability and willingness to work from the office daily.
- Basic proficiency in Microsoft Office applications, particularly Excel.
- Strong attention to detail and organizational skills.
- Positive attitude, strong sense of responsibility, and willingness to learn.
- Ability to manage multiple tasks and meet deadlines.
- Flexible and adaptable to changing priorities and business needs.
- Willingness to take on challenges and develop problem-solving skills.

Company Description