



## Logistics Coordinator 【物流・倉庫・在庫管理 | 経験が浅い方歓迎】

APAC及び欧州チームと連携して英語力活かします。多様性が尊重される環境

### Job Information

**Hiring Company**

[Evernex Japan K.K.](#)

**Job ID**

1462865

**Division**

Logistics

**Industry**

System Integration

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

3 million yen ~ 4.5 million yen

**Refreshed**

May 3rd, 2024 08:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Basic

**Minimum Japanese Level**

Native

**Minimum Education Level**

High-School or Below

**Visa Status**

Permission to work in Japan required

### Job Description

**Role Summary**

logistics Coordinator is responsible to direct receiving, warehousing and distribution operations. You will oversee the efficient receipt, storage, value-adding servicing and dispatch. Be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly is the main goal. This person will manage the warehouse on his/her own. No team management will be involved.

**Reports To:** Operations Lead & Country Manager

**Business Unit:** Tokyo, Japan

**Department:** Logistics

**Job Level:** Junior-level

#### **Accountabilities**

- Manage warehouse in compliance with company's policies and vision
- Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- Schedule and oversee warehouse team to meet the demands of the fulfillment center, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse leads to review, analyze, and develop actionable plans for productivity and loss prevention
- Liaise with clients, suppliers and transport companies
- Plan work rotas, assign tasks appropriately and appraise results
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.)
- Receive feedback and monitor the quality of services provided
- Conduct cycle count periodically

#### **About Evernex**

Evernex is a growing French International company (part of 3i group) specializing in maintaining IT systems in an operational state. Our innovative offer addresses both the IT needs and sustainable development issues of our clients.

Specialists in IT support maintenance, hardware recycling and professional services, we are expanding our operations in Japan and are looking for a dynamic and self-motivated individual to help us succeed in our goals.

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#### **Required Skills**

##### **Experience, Knowledge, Skills**

- Proven work experience in Stock Keeping or Warehousing is desirable
- Expertise in warehouse procedures and best practices
- Hands on experience with warehouse management software and databases
- Native level Japanese
- Basic English skill is recommended for use of an internal stock management software and email communication.
- Excellent communication skills

##### **A Plus to have**

- Certifications in Warehouse/Logistics or equivalent

##### **Working Condition and Environment**

- Located in Tokyo

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#### **Company Description**