



## Supply Chain Supervisor/Master Scheduler (Kalrez®)

Lead supply chain operations to success

## Job Information

**Hiring Company**

DuPont Japan K.K.

**Subsidiary**

DuPont Japan K.K.

**Job ID**

1471731

**Division**

Electronics &amp; Industrial - Industrial Solutions - Kalrez®

**Industry**

Chemical, Raw Materials

**Company Type**

Large Company (more than 300 employees) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Train Description**

Ginza Line Station

**Salary**

5.5 million yen ~ 12 million yen

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9:00 - 17:30 ※フレックスタイム制（コアタイム11:00-15:00）または裁量労働制の適用の可能性あり

**Holidays**

土曜、日曜、祝日、年末年始、創立記念日、年次有給休暇、特別有給休暇（冠婚葬祭等）、私傷病休暇、育児休暇、介護休暇

**Refreshed**

May 13th, 2024 08:00

## General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

**Job Description****Supply Chain Supervisor / Master Scheduler – Role summary**

The Supply Chain Supervisor supervises the daily activities of a supply chain organization (at a site or country level). May participate in and/or lead local supply chain activities, meetings, and events. Interacts with networks to implement and execute strategies, policies, and rules for the business. Manages a team and may resolve quality, service, or other operational and supply chain issues. Leads the capability building and overall development of the local supply chain team. Ensures the local team complies with standards and best practices. As Master Scheduler, they are accountable for creating monthly and weekly production requirements and inventory plans that meet demand requirements from the SOP Planning process. Responsible for master plans for multiple manufacturers in the region.

**Major Accountabilities**

- Works with the Global Master Planner to provide local input to update the 24-month demand, supply, and inventory plan.
- Provides local businesses and functions the needed updates from the supply chain on a regular basis.
- May lead or attend DIBM step or steps depending on the design of the 5-step.
- Manages and coordinates the local execution of the business policies and rules for compliance across the site and/or country.
- Manages the local inventory targets for execution and alignment to the provided targets.
- Evaluate the Supply Chain performance of the designated scope; generate improvement plans and oversee correction plans.
- May be authorized to define local execution policies related to: Make to Order (MTO), Make to Stock (MTS), lead times, and other defined areas.
- Monitors the supply status of restock (replenishment) plans to protect against supply disruption.
- Develops and manages the local team for capability and competency across the supply chain.
- May manage local "controls" (such as SOX, import/export, etc.)
- Maintains a master schedule for manufacturers in the region. Communicates the schedule in addition to necessary order escalations that are critical due to customer needs.
- Recommend disposition of non-productive inventory as appropriate.
- Identifies options for optimization of MPS plans (cost, capacity, etc.)

**About Remote Work:**

- Remote work is allowed if you can commute to the office from your home within two hours.
- You must work at the office every day during the six-month trial period. After that, you may work remotely for two days a week.

**Work Hours and About Flex Time:**

- 9:00 to 17:30 (7.5 hours actual working time).
- The above is the standard scheduled working time.
- There is a flextime system with a core time of 11:00 to 15:00.

**Holidays**

- Saturdays and Sundays
- National holidays
- New Year's holidays
- Founding anniversary
- Annual paid leave
- Special paid leave (for weddings, funerals, etc.)
- Personal injury or illness leave
- Childcare leave
- Nursing care leave

**Regarding Handling of Personal Information Collection**

Documents related to applications for Dupont Group job postings and associated personal information submitted for the purpose of applying will be stored and managed with strict security standards. We will not use this information for any purpose other than recruitment-related communication and activities, such as informing candidates about the status of their

job applications and conducting job interviews.

DuPont is an equal opportunity employer. Qualified applicants will be considered without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability or any other protected class. If you need a reasonable accommodation to search or apply for a position, please visit our Accessibility Page for Contact Information in DuPont Career Site.

---

## Required Skills

### Skills and Knowledge Required

- Strong interpersonal and communication skills to effectively develop good relationship with both external and internal partners as well as with the team they lead.
  - Able to approach one's work professionally and proactively even in a difficult situation.
  - Self-motivated and positive minded.
  - Demonstrates attention to detail and exhibits a high level of accuracy.
  - Has the ability to understand and influence.
  - Analyzes potential solutions to problems (with or without vague/unstructured aspects) using experience, judgment and precedents.
  - Good English Skills (TOEIC 800 or higher is preferred).
  - Good computer application skills (MS office, Outlook, etc.). SAP / APO / BW (or equivalent) preferred.
  - BS/BA degree in Supply Chain, business, or technical field and/or APICS certification and/or 5 years relevant experience.
- 

## Company Description