



Asset Scheduler (Kalrez® Supply Chain)

Hybrid work/Flex Time/Tokyo (4.5M-5.5M)

Job Information

Hiring Company

DuPont Japan K.K.

Job ID

1471936

Division

Electronics & Industrial - 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, Tameike Sanno Station

Salary

4 million yen ~ 7 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）

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 9th, 2024 01:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa StatusPermission to work in Japan required

Job Description**Asset Scheduler – Role summary**

Accountable for day-to-day activities required to create and maintain detailed production/supply schedules based on established pull signals. Point person between the supply organization and sub-contractors to clearly define/understand short-term production issues and supply needs between the organizations. Utilizes detailed capacity plans, and interfaces with production teams at sub-contractors.

- Coordinate purchase order priorities with toller for their respective assets based on customer requirements.
 - Manage purchase orders for tollers in line with business strategy (cost, rate, and inventory).
 - Assure schedule is continually maintained and communicated throughout the supply chain.
 - Highlight and actively participate in the identification and resolution of inventory, customer order issues, and quality issues as they develop.
 - Communicate production issues, supply changes (delays, etc), deviations from plan and potential resolutions
 - Coordinate secondary processing of finished product (e.g., rework and repackaging).
 - Manage performance standards and analysis methods to compare actual production performance against the established standards.
 - Monitoring purchase orders & assuring closed as needed, accurate purchase orders are used to maintain system & data integrity
 - Primary interface between manufacturing and supply chain.
 - Works with manufacturing to optimize the plant schedule along with manufacturing capabilities.
 - Manage inventory levels by product, locations, and safety stocks to support the desired level of customer service while maintaining cost-effective levels of inventory.
 - Work with Forwarder/Warehouse to process customs clearance and goods receipt at warehouses.
 - Interacts with various partner functions such as Customer Service & Sales Team, Logistics, Finance, and external warehouses to ensure that the customers' requirements are understood and commitments are met.
 - Adheres to all corporate policies, procedures and legislative requirements and advises management of adoption and/or deviations to policies and guidelines to reflect circumstances within the supply chain work area.
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Required Skills

- Strong interpersonal and communication skills to effectively develop good relationships with both external and internal partners.
 - 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.
 - Supply Chain job experience is highly preferred.
 - Good English Skills (TOEIC 700 or higher is preferred).
 - Good computer application skills (MS Office, Outlook, etc.). SAP experience is preferred.
 - Bachelor degree is preferred.
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Company Description