

# ZARA

## Cosmetics Import Specialist

**ZARA, ZARAHOME**

### Job Information

**Hiring Company**

ITX Japan Co., Ltd.

**Job ID**

1480145

**Division**

Logistics Department

**Industry**

Apparel, Fashion

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Train Description**

Yamanote Line, Ebisu Station

**Salary**

6 million yen ~ 8 million yen

**Work Hours**

10 : 00 ~ 19 : 00 (休憩60分)

**Holidays**

土・日・祝日、初年度有給休暇数16日

**Refreshed**

July 12th, 2025 00:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### POSITION OVERVIEW

We are seeking a highly motivated and detail-oriented Cosmetics specialist to join our dynamic Logistics department at ITX Japan.

As the cosmetic specialist, you will supervise the overall Import, manufacturing, quality and safety related to our in-house cosmetics products.

### **MAIN RESPONSABILITIES**

Responsibility over the Manufacturing, quality and safety management of in-house cosmetics.

#### Regulatory checks for pharmaceutical affairs for sales in Japan:

- Checking ingredient lists
- Reviewing package wording
- Checking advertisements
- Manufacturing management and quality management tasks
- Shipment assessment
- Review of manufacturing warehouse : Quality, Safety and Lead-time
- Suggest possible process improvement

#### Support import team for cosmetics importation:

- Communication with cosmetics team in Spain, custom brokers and 3PL to organize import and delivery to stores and warehouse.
- Communication with Spain Cosmetic team to plan import of new products
- Set and monitor KPI
- Supplier management and review

### **OTHER INFORMATION**

- Commute expense up to 50,000 yen
- Social Insurance  
employment insurance, health insurance, Long-term care insurance\*from40 y.o/ welfare pension, industrial accident insurance

### **BENEFITS**

- Employee discount (ZARA/ZARAHOME) \* after probational period
- Paid holiday (16days on 1st year)  
you can take max. 16days straight for your vacation twice a year by using your paid holiday, and ordinary holidays
- GLTD
- Language Learning Apps (Premium Plan)– Free registration

### **NOTICE**

- Double work/ side business is not allowed
- Offering salary is negotiable based on experience.

### **Required Skills**

#### **MANDATORY SKILLS**

- Over 3 years experience with GVP GQP related to cosmetics

- Bachelor degree of natural sciences and engineering or bachelor degree of cosmetic science, oriental medicine, oriental pharmaceutical, nursing
- Qualified person as a general manufacturing and sales manager
- Understanding customer needs and building long-term partnerships through strategic proposals and support.
- Negotiation skills

#### **COMPETENCIES**

- Basic PC skills (MS Word, Excel, outlook)
- Written English proficiency, (preferably business+ level of both language: EN/JP)
- Team Player
- Problem solving, creative thinker who can develop innovative solutions
- Attention to details

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#### Company Description