



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

May 24th, 2025 10:09

General Requirements

Minimum Experience Level

Over 3 years

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 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

Company Description