

# Baker Hughes

## Lead Material Scheduler

### Job Information

**Hiring Company**[Baker Hughes Japan](#)**Job ID**

1531933

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

Niigata Prefecture

**Salary**

Negotiable, based on experience

**Refreshed**

July 15th, 2025 12:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Fluent

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### Lead Material Scheduler

Would you like to be part of a team delivering world class service to our customers?

Are you passionate about materials planning?

Join our Team

Our Industrial and Energy Technology (IET) operates across 120 countries and serves the entire energy value-chain and industrial sector. We hold an extensive portfolio of rotating equipment, process flow, transmission technology and lifecycle services. Our Engineering Transformation team work to improve the quality of our Engineering processes.

Take ownership to ensure delivery targets

As our Lead Material Scheduler you will be responsible for planning and scheduling of the materials required to execute the business.

As a Lead Material Scheduler, you will be responsible for:

- Monitoring delivery on time rate and kit on time rate, and analyzing and identify reason for delay and bottlenecks.
- Creating action plan and drive with cross function teams for delay and bottlenecks.
- Monitoring lead time from Purchase order receiving to delivery, and constantly challenge to reduce lead time and meet customer satisfaction.
- Collecting and analyzing ITO opportunities and orders to manage and monitor workload simulation and slotting.
- Defining, implementing and managing procedures & KPIs with cross function team, and ensure operational alignment with production plan and KPIs.
- Optimizing inventory and process improvements with Inventory leader.
- Monitoring master planning, material processes and systems, and handle and clean master data to eliminate gaps between actual operations and data.
- Adjusting the gap between the global strategy and strategy & process of Kariwa, and correct in the right direction.
- Leading planner

### **Fuel your passion**

To be successful in this role you will:

- Bachelor's Degree in Supply Chain Management or related field or equivalent experience (preferred 3+ years of experience)
- Strong oral and written communication skills both English and Japanese.
- Have previous experience in order management, planning, inventory optimization and management
- Be able to demonstrate strong project management skills
- Be able to demonstrate ability to analyze and resolve problems.
- Have SAP and MRP knowledge is preferred
- Be able to work with and influence stakeholders
- Be able to demonstrate strategic thinking skills with tactical execution with a sense of urgency
- Have APICS certifications is preferred

### **Work in a way that works for you**

We recognise that everyone is different and that the way in which people want to work and deliver at their best is different for everyone too. In this role, we can offer the following flexible working patterns:

- Working flexible hours - flexing the times when you work in the day to help you fit in everything in and work when you are the most productive
- Occasionally remote working from home or another work location

### **Working with us**

Our people are at the heart of what we do at Baker Hughes. We know we are better when all of our people are developed, engaged and able to bring their whole authentic selves to work. We invest in the health and well-being of our workforce, train and reward talent and develop leaders at all levels to bring out the best in each other.

### **The Good Stuff**

Our inventions have revolutionized energy for over a century. But to keep going forward tomorrow, we know we have to push the boundaries today. We prioritize rewarding those who embrace change with a package that reflects how much we value their input. Join us, and you can expect:

- Contemporary work-life balance policies and wellbeing activities
- Comprehensive private medical care options
- Safety net of life insurance and disability programs
- Tailored financial programs
- Additional elected or voluntary benefits

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## **Company Description**