



## Supervisor, Warehouse &amp; Logistics, Japan

**Making the world healthier and happier!**

## Job Information

**Hiring Company**

Herbalife of Japan Co., Ltd.

**Job ID**

1533838

**Division**

Distribution &amp; Logistics

**Industry**

Food and Beverage

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Ginza Line, Tameike Sanno Station

**Salary**

Negotiable, based on experience

**Salary Bonuses**

Bonuses paid on top of indicated salary.

**Work Hours**

9時～17時30分

**Holidays**

土日祝、年末年始、夏休み休暇、誕生日休暇、ファミリーケアギビング休暇

**Refreshed**

May 27th, 2025 00:00

## 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

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**Job Description****THE ROLE:**

This position is responsible to oversee Warehouse & Logistics Operations in the market, work with 3PL Partners to ensure reliable & efficient distribution services to our Members as part of the Distribution & Logistics team. The role is primarily responsible for Warehousing, Logistics & Inventory Control

**HOW THIS ROLE WOULD CONTRIBUTE:**

The primary purpose of the position is to support Warehousing & Logistics Operations in Japan

**Warehouse Operations**

- Remotely supervise 3PL Warehouse & Logistics Operations to consistently ensure KPIs are being met
- Work with 3PL Partners to manage inventory storage & processing of Pickup / Home Deliveries at Warehouses & Access Points (3PL & self managed) with high service standards to the Members
- Ensure all Warehouse & Access Points locations (3PL & self managed) are compliant with local regulatory & company Quality Requirements, internal policies for Storage / Handling & Distribution of Herbalife Products.
- Collaborate with both internal departments, external partners to troubleshoot, implement process improvements resolve any logistical issues , close Audit findings (IA, SOX, Quality) & support execution of cross functional projects

**Logistics / Transportation Operations**

- Work with 3PL on ensuring regular transportation requirements are met for supply of Herbalife Products to Members & Stock Points, including special deliveries
- Monitor un-delivered / return shipments & work with Member Services on complaint resolution

**Inventory Control**

- Ensure execution of Weekly Cycle Counts & Annual Physical Counts for all inventory locations & sub inventories in the market as per Global / APAC physical count policy & that all count variances will be verified and documented & approved prior to adjustments being posted in Oracle
- Achieve inventory accuracy with proper controls at all Herbalife Inventory storage locations
- Conduct Monthly reconciliation between Oracle & 3PL WMS for locations that are not completely managed by Oracle

**Transaction Control**

- Review Oracle transaction to ensure all transactions were performed in line with Global policy and SOP reconciled on a weekly basis & effective controls in place if 3PL is allowed to manage Oracle
- Ensure all transactions should be reconciled daily to ensure 100% matched between Oracle and WMS.
- Ensure proper Shelf Life & Expiry Date (SLED) Management & timely Disposal of offshelf is followed to mitigate risk of shipping off-shelf/ expired products to members.

**Others**

- Work with GTS to trouble shoot issues with Oracle / interface impacting Warehouse KPIs
- Support Herbalife Events / Promotions as and when required
- Verify usage and 3PL billing accuracy before submission of Payment requests

**WHAT'S SPECIAL ABOUT THE TEAM:**

The Distribution & Logistics team is dedicated , passionate, highly motivated, hands on, result oriented, very collaborative, good at managing change & solution driven. Though the local country Distribution & Logistics (D&L) Team has a direct reporting line to Regional D&L , they are expected to work closely with the country business & cross functional teams to deliver high levels of performance to support members.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for supervising 3PL Warehouse & Logistics Partners, Suppliers, etc

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**Required Skills****SKILLS AND BACKGROUND REQUIRED TO BE SUCCESSFUL:**

- 5-10 years working experience in Supply Chain / Distribution Operations with minimum 2-3 years in a supervisory / management role
- Strong Leadership skills along with the ability to function as an effective team member, ability to interact effectively with all levels & work well in a moderate stressful environment
- Good communication skills in English ( both Oral & Written ), presentation and reporting skills. Bilingual as native speaker for local market
- Result Oriented with ability to carry out responsibilities with minimum supervision , direction
- Good time management , multi-tasking skills with ability to prioritize works , project management, strong analytical, planning & negotiation skills.

- Good organizational, problem solving skills with the ability to adapt as the external environment and organization evolves.
- Strong Computer skills including experience with inventory management systems and ERP software like Oracle is a preference. Any industry certificate is a plus
- Good Understanding of Local Regulations impacting Product Storage & Distribution
- Innovation / Solution Driven for process improvement

#### **Education**

- Bachelor's degree in Business Administration / Business Science and/or Logistics
- Educational background in Supply Chain Operations / Logistics or certification would be an advantage

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#### **Company Description**