



【世界でも名高い大手国際物流企業！】品質管理アドミニストレーター／年収：450万円～600万円@東京

Quality Administrator, Tokyo Head Office

Job Information

Recruiter

JobImpulse

Job ID

1539551

Industry

Logistics, Storage

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Shinagawa-ku

Salary

4.5 million yen ~ 6 million yen

Hourly Rate

年収：450万円～600万円 ※ご経験・キャリアによる

Work Hours

9:00～18:00（休憩60分）

Holidays

土日祝

Refreshed

July 25th, 2025 20:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

General Description

As Quality Administrator, you will execute Quality and Sustainability-related administrative activity and proactively support team members. This includes documentation, meeting facilitation, reporting, presentation, training, and site visit.

Specific Accountabilities

- Execute Air Cargo Security (Known Shippers / Regulated Agent) activity
- Register new and renewal Known Shipper (including meeting, audit, assessment, and application)
- Correspondence with MLIT and internal/external stakeholders
- Conduct educational training
- Support Quality (ISO and risk assessment) activity
- Support IMS (Integrated Management System) committee and ISO certified sites
- Conduct Risk Assessment at offices and warehouses
- Correspondence for customer inquiry about Quality and Sustainability
- Promote ad-hoc basis Quality and Sustainability activity

Required Skills

【必須】

- 事務業務の経験1年以上
- 研修および顧客/サプライヤー対応経験
- 航空、海上、またはコントラクトロジスティクス業務の知識
- ISO9001/14001/45001等ISOの内部監査、監査、その他品質や環境系等のCertificate取得に携わったご経験
- 英語：ビジネスレベル以上
- 日本語：ビジネスレベル以上
- 基本的なPCスキル（Excel、Word、PowerPointなど）

【必要なスキル】

- コミュニケーション能力およびプレゼンテーション能力
- ステークホルダーマネジメント

【人物像】

- 品質と持続可能性への関心
- 自発性と積極性、そして自己規律
- 現場/顧客訪問のため、出張（平均月1～2回）が必要な場合あり

Company Description