



【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

November 28th, 2025 04:00

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

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