



## Logistics Assistant Manager

### Job Information

**Recruiter**

Cornerstone Recruitment Japan K.K.

**Hiring Company**

Global Outdoor Apparel Company

**Job ID**

1542007

**Division**

Logistics

**Industry**

Other (Distribution, Retail, Logistics)

**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

**Salary**

4 million yen ~ 8 million yen

**Refreshed**

September 9th, 2025 06:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

**Responsibilities / Duties (主な職務)**

- Import process management Plan and manage oversee inbound shipments. Coordinate and communicate with Swiss HQ, forwarder, customs dealer and 3PL.
- Improve profitability of duty As a part of import process, there are still room to improve import duty such as TPP / EU – JP EPA etc.
- Inbound and stock management at 3PL Appropriate stock management and inbound control at 3PL is required.

- Optimize delivery schedule To distribute the right product at the right time, communicate to relevant team (Swiss HQ, internal sales team etc.) and execute a delivery plan.

**Key requirements / Minimum qualifications**

- Over 5 years' experience in logistics either in the position of business side or logistics service provider side.
- Experience in the Outdoor / apparel industry a plus
- Experience and knowledge in ERP / WMS
- 3PL management experience is a plus
- Analytical and problem-solving skills
- Organizational, planning and forecasting skills
- Excellent interpersonal and communication skills to deal with partners at all levels, both internal and external
- Motivated, team player and self-starter with a can-do attitude
- Results oriented and able to multi-task in a fast-paced environment.
- Able to work independently and make decisions under limited direction.

**Personal**

- Professional attitude
- Problem-solving oriented
- Good communicator, integrative and team player
- Strategic and logical thinking
- Highly organized and detail-oriented
- Integrity

**Software**

- Microsoft Office Word, Excel及び PowerPoint（中級）、TEAMS（業務使用経験）必須
- Business English level (read/write)

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Company Description