



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

July 1st, 2025 00:00

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)

Company Description