



Warehouse and Transportation Specialist

ZARA, ZARAHOME

Job Information

Hiring Company

ITX Japan Co., Ltd.

Job ID

1542279

Division

Logistics Department

Industry

Apparel, Fashion

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

Majority Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Shibuya-ku

Train Description

Yamanote Line, Ebisu Station

Salary

5 million yen ~ 7 million yen

Work Hours

10 : 00 ~ 19 : 00 (休憩60分)

Holidays

土・日・祝日、初年度有給休暇数16日

Refreshed

May 24th, 2025 10:31

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation (Amount Used: English usage about 25%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

POSITION OVERVIEW

We are seeking a highly motivated and detail-oriented staff to join our dynamic Logistics department at ITX Japan. As a warehouse and transportation staff, you will play a crucial role in ensuring the smooth and efficient delivery of our On-line products to our customers and overseeing warehouse operation contributing to the overall success of our brands in Japan.

The selected candidate for this position will have the opportunity to transition into an Assistant Manager role contingent to the good performance and successful accomplishment of the initial responsibilities.

MAIN RESPONSABILITIES

1. Warehouse and Transport Coordination:

- Collaborate with suppliers (3PL warehouse companies, HQ teams, transportation companies) to ensure proper management of the warehouse operations.
- Communicate with transport companies to implement and maintain service level, ensuring smooth deliveries and returns of online orders.
- Communicate with stores and warehouses to inform about delivery arrangement and eventual irregularities.
- Validate suppliers' invoices and record in internal system.

2. Supplier Management

- Maintain good relationships with international and local partners to ensure effective communication, adherence with guidelines and engagement toward long-term business relationship.
- Negotiate terms, pricing to secure favorable terms for the business.
- Address any issues or concerns related to service quality.

3. Process Improvement:

- Identify opportunities to streamline and improve import processes to enhance efficiency and reduce lead times.
- Work with cross-functional teams to implement process enhancements and automation solutions.

OTHER INFORMATION

-Commute expense up to 50,000 yen

-Social Insurance
employment insurance, health insurance, Long-term care insurance*from40 y.o/ welfare pension, industrial accident insurance

BENEFITS

-Employee discount (ZARA/ZARAHOME) * after probational period

-Paid holiday (16days on 1st year)
you can take max. 16days straight for your vacation twice a year by using your paid holiday, and ordinary holidays

-GLTD

-Language Learning Apps (Premium Plan)– Free registration

NOTICE

-Double work/ side business is not allowed

-Offering salary is negotiable based on experience

Required Skills

MANDATORY SKILLS

- Flexible mindset, ability and willingness to learn
- Ability to adapt to a fast-paced and dynamic work environment
- Ability to learn and to use new systems / applications
- Understanding of warehouse processes and domestic transportation
- Good communication and negotiation skills
- Detail-oriented with good organizational and multitasking abilities
- Strong analytical and problem-solving skills

- Proficiency in MS Excel (vlook, pivot table)
- Fluent to native Japanese
- Business level English (Written and spoken)

Company Description