



【Logistics Coordinator】 Global Leader in the Energy Sector

Job Information

Recruiter

SPOTTED K.K.

Job ID

1543886

Industry

Electric Power, Gas, Water

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 8.5 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Logistics Specialist

A global leader in the energy and infrastructure sector is seeking an experienced logistics and transportation professional to support project-based supply chain operations. This role involves planning, optimizing, and coordinating domestic and international logistics, including customs compliance and sustainability initiatives.

Key Responsibilities:

- Improve and manage logistics processes, tools, and master data
- Plan transportation schedules aligned with project timelines and customer needs
- Optimize routes and transport modes using TMS and other tools

- Coordinate with warehouses and internal teams for timely deliveries
 - Manage and evaluate 3PLs, freight forwarders, and transport vendors
 - Handle contract negotiation, fleet utilization, and delivery performance
 - Promote and implement low-carbon logistics solutions
 - Oversee shipments (air, sea, truck, rail) and manage real-time updates
 - Respond to delays or risks with proactive adjustments
 - Ensure compliance with trade regulations and prepare customs documents
 - Use FTAs and optimize Incoterms to reduce duties and lead times
 - Monitor KPIs on cost, timeliness, and environmental impact
 - Support cost reduction initiatives and green logistics planning
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Required Skills

Requirements:

- Bachelor's degree
 - 3+ years in supply chain/logistics operations
 - Strong negotiation and coordination skills
 - Familiar with logistics cost control and project workflows
 - Proficient in WMS, TMS or ERP (e.g., SAP), Excel, and PowerPoint
 - Understanding of green logistics and sustainability practices
 - Business-level Japanese (JLPT N1) (for negotiation and documentation)
 - Business English (TOEIC 700+)
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Company Description