



Supply Chain Supervisor

Job Information

Recruiter

[Cornerstone Recruitment Japan K.K.](#)

Hiring Company

Swedish Fashion Company

Job ID

1545694

Division

Supply Chain

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, Minato-ku

Salary

7 million yen ~ 9 million yen

Refreshed

July 9th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Role

This position reports directly to the Supply Chain Director located at the company's HQ in Stockholm, Sweden.

This position works in general half-time (i.e. 2-3 days/week) from the 3PL warehouse facility in the Tokyo area, and half-time (i.e. 2-3 days/week) from the Aoyama office in central Tokyo.

This position is responsible for the operational part (i.e. planning, directing and overseeing) of the collaboration with the 3PL

JP partner, for the direct contact with key suppliers for the supply-chain JP function and for specific internal logistical processes connected to the general Aoyama organization.

Key Objectives

- To report to and support the Supply Chain Director with the day-to-day management and development of the 3PL JP warehouse operations including all associated procedures (both operational and administrative).
- To collect, analyze and report delivery statistics for the JP operations to the Supply Chain Director on a daily basis and to follow-up on set goals / KPI:s regularly
- To support with supply-chain development projects in general and project lead all improvement projects for the JP market
- To be operational responsible for the relations with key suppliers for the supply-chain JP function
- To assist the local Commercial teams with various delivery related matters / issues
- To coordinate and manage the Office Order process for the local internal JP organization

Main Duties & Responsibilities

- Ensure that the 3PL JP warehouse delivers and fulfills objectives and directions from the Supply Chain Director as well as the quality levels, output levels and turnaround times (SLA:s) specified in the official contract
- On a daily basis, work proactively to ensure that the highest operational standards are deployed at all times by the 3PL JP; actively follow up on urgent WH processes, communicate task prioritization for inbound / outbound operations and approve overtime charges, VAS (value added services) and other additional labor processes not covered by the contract when necessary
- Be physically present during ~2-3 days per week at 3PL JP to build relations with our KAM and CS rep as well as to oversee the operations in order to be constantly updated about the main warehouse processes
- Coordinate annual physical inventory process and accounting audit procedures at 3PL JP as well as manage the weekly inventory reconciliation process between 3PL JP WMS and AX 018
- Take part in the general development of the supply-chain structure for the JP market by working focused on constantly improving functionality which includes project leading / coordinating smaller improvement projects on your own
- With support from the Supply Chain Director, assume full responsibility for managing relations with key suppliers for the supply-chain JP function (e.g. 3PL-partner, local couriers & forwarders, import agent, local tailors & cobblers for the repair of rejected merchandize from the inbound process etc.) including general communication, follow-up meetings, yearly price / rate negotiations etc.
- Handle the general order placement process for the internal JP organization towards the 3PL JP function and secure that the required merchandize is delivered to the applicable receiver
- Support the local Commercial teams with delivery related matters and order release functions (including among other things courier claims and other administrative work related to supply-chain)
- Work dedicated to maximize delivery percentage for fixed orders towards WS JP for each season
- According to the set directives from the People organization as well as the Supply Chain Director, handle all orders, returns and employee accounts connected to the Office Order function for the internal JP organization

Required Skills

- At a minimum, a bachelor's degree in business administration, supply-chain / logistics, engineering or similar
- At least two years of professional experience within logistics, supply-chain management, management consulting or business controlling
- Work experience within retail and/or the fashion industry is also meriting
- Strong numerical/analytical and problem solving skills
- Clear leadership potential as well as ambition
- Proficient interpersonal, communication and presentation skills
- Proficiency in operating within IT-infrastructure, i.e. ERP-system Microsoft Dynamics, WMS systems, production system PLM, analytical tool Qlik Sense and wholesale portal NuOrder as well as developed MS Office skills (particularly Excel, Word and PowerPoint) is meriting
- Fluency in English and Japanese is required, additional language skills are meriting
- Strong general business sense with an ability to connect operational and financial parameters, both in the short- and long term perspective, as well as developed negotiations skills
- Clear action orientation with an ability to transfer ideas / directions into action and tangible results
- Professionalism, Personal credibility, Specialist knowledge, Result orientation, Numerical analytical skills, Thoroughness and Ability to cooperate

Company Description