



Supply Chain Associate ...SC事務担当募集／若手活躍中／米国本社／携帯保証関連事業の成長企業

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## Job Information

### Hiring Company

Assurant, Inc.

### Job ID

1546202

### Industry

Other (Banking and Financial Services)

### Company Type

International Company

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards, Chiyoda-ku

### Train Description

Chuo Line Rapid (Takao-Tokyo) Station

### Salary

Negotiable, based on experience

### Work Hours

9:00~17:30 (実労働7時間半、休憩1時間) ※フレックス勤務制度あり

### Holidays

完全週休二日制 (土、日)、祝日、年末年始 等

### Refreshed

July 18th, 2025 00:00

## 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

### Supply Chain Associate

**Job Purpose**

This position has 3 distinct responsibilities, Data Reporting & Analysis, Inventory Management, and Operation support.

For Data Reporting & Analysis, this position will analyze operation data and generate reporting for all programs within the Japan DCC.

For Inventory Management, this position will ensure inventory management with our 3rd parties to a level that supports a successful operation and reduces risk of stock losses on a volume and cost level.

For Operation support, this position will support operation procedures for carrier specific programs and Assurant DCC related export and data analysis.

**Primary Job Accountabilities/ Responsibilities****Data Reporting & Analysis**

- Prepare and analyze data to provide business insight on daily condition
- Develop and conduct analysis and communicate outcome to relevant leaders and colleagues
- Create dashboards to show progress against Key Performance Indicators (KPI)
- Drive standardization and automation in analysis and reporting
- Drive ideas for future analyses and data gathering efforts
- Prepare and deliver documents or data.

**Inventory Management**

- Inventory management for all programs within the Japan DCC that may be processed in the device processing facility.

**Operation Support**

- Check the inventory and arrange device transfer between local fulfillment centers on daily basis.
- Create repair orders in OEM specific system.
- Support Operation procedures for carrier L&T Programs including but not limited to ordering materials, analyzing data, creating monthly report for carrier specific program, communicating to local fulfillment centers.
- Manage export procedures for shipping devices to Assurant DCCs, which includes negotiation with 3PL, international couriers, Customs, Insurance company and team members in TWGJ/Assurant global/AVR.

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**Required Skills****Required Experience, Skills, and Knowledge**

- Bachelor's degree or equivalent.
- Minimum 3 years of experience in business data analytical role
- Ability to work independently and in a team to develop innovative solutions
- Ability to manage tasks/projects to required deadlines in a changing environment
- Prioritize multiple tasks and ability to deliver results on time
- Ability to communicate (verbal, written) in Japanese & English.
- Experience managed export/import procedures especially air freight.
- MS Office proficiency, especially MS Excel

**Preferred Experience, Skills, and Knowledge**

- Experience using Oracle

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Any posted application deadline that is blank on a United States role is a pipeline requisition, and we'll continue to collect applications on an ongoing basis.

Any posted pay range considers a wide range of compensation factors, including candidate background, experience, and work location, while also allowing for salary growth within the position.

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**Company Description**