



## Logistics Coordinator（生産管理）

### Job Information

**Hiring Company**

Tenneco Japan Ltd.

**Job ID**

1546815

**Industry**

Automobile and Parts

**Company Type**

Large Company (more than 300 employees) - International Company

**Job Type**

Permanent Full-time

**Location**

Osaka Prefecture, Kaizuka-shi

**Salary**

5 million yen ~ 7.5 million yen

**Work Hours**

8:30~17:00（休憩65分）

**Holidays**

土日

**Refreshed**

October 11th, 2025 00:44

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### <この求人の魅力>

- ・ 生産計画に基づく資材調達と物流調整業務
- ・ 海外取引先との調整でグローバルに活躍
- ・ SAPでの購買管理や物流調整の経験
- ・ 年間休日125日／マイカー通勤可

**Position Summary:**

Logistics Coordinator is responsible for Plant SCM activities including control inventories of raw materials / purchased parts to

meet production plan with corresponding to customer, TJ internal, outside suppliers, and freight forwarders.

#### Major Duties and Responsibilities:

- Production planning based on order
- Control purchasing plan in SAP system to meet production requirement prevent from material shortage
- Purchase direct materials with release of schedule agreement for local and overseas suppliers
- Monitor supplier delivery schedule in SAP system and review / revise it according to their status
- Follow up on production material shortage to contact with supplier as critical parts
- Communicating with suppliers on delivery delay, damages and receipt discrepancies
- Coordinate with freight forwarder regarding import and export parts
- Take a lead monthly closing activity and analyze the gap between physical count and the data on SAP system
- Arrange schedules of freight forwarders for inbound / outbound logistics
- Make delivery schedule as outbound logistics for customers
- Contact with customer for shipping issues and urgent product requirements
- Perform other duties as required

#### 雇用形態

契約期間：期間の定めなし

試用期間：あり（3ヶ月）試用期間中の労働条件の変更なし

#### 年収

Logistics Coordinator（生産管理）：500万円 ～ 700万円

#### 勤務地

大阪府貝塚市、車通勤可

受動喫煙対策：喫煙室設置

#### 勤務時間

8:30～17:00（休憩65分）

#### 休日休暇

土日、夏季、年末年始 年間休日125日

年次有給休暇（入社半年経過後10日付与、最大25日）

### Required Skills

#### 【必須（MUST）】

- 3 years experience in the field of logistics operation in MFG
- Excellent computer skills (Excel / Word / PowerPoint)
- Native level Japanese

#### 【歓迎（WANT）】

- Working knowledge of SAP system is preferable, or experiences in some other MRP/ERP systems
- Excellent communication skill in English is preferred

#### 【その他】

- Flexible response to change and Self starter

#### 【一次面接の種類】

通常面接

### Company Description