



PR/086739 | Supply Chain Management (SCM) Coordinator, Outbound Operations

Job Information

Recruiter[JAC Recruitment USA](#)**Job ID**

1547886

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

This position is responsible for processing and managing orders, coordinating logistics to domestic customers through 3PL (third-party logistics) partners, and tracking product inventory from international suppliers to local distribution centers.

RESPONSIBILITIES

Outbound Operations

- Process purchase orders using ERP system and confirm inventory availability by SKU to sales reps or customers
- Coordinate with the sales team to accommodate special requests
- Serve as a liaison between customers and the sales department (order verification, inventory checks, transportation options, etc.)

- Prepare documentation for 3PL warehouses and carriers for order picking, pickup, and delivery
- Track shipments and follow up until delivery is completed
- Issue sales invoices upon delivery completion
- Handle shipping-related claims and documentation (BOLs, invoices, POs, delivery schedules, etc.)

ERP, Warehousing & Inventory Control

- Provide data to align warehouse inventory with sales forecasts
- Troubleshoot ERP-related issues
- Assist with quarterly and year-end physical inventory counts

QUALIFICATIONS

- Associate degree in Supply Chain, Logistics, Operations, Business, or equivalent education/experience
- Minimum 2 years of relevant experience
- Proficiency in Office 365 (Word, Excel, PowerPoint, Outlook)
- Familiarity with Windows OS
- Strong analytical and problem-solving skills
- Ability to multitask with accuracy and urgency
- Effective communication in a fast-paced environment

PREFERRED SKILLS/ EXPERIENCE

- Experience with ERP data entry and management
- Understanding of ERP modules in an EDI environment

LOCATION Irvine, California

WORK STYLE Hybrid, Full-time (40 hours/week)

SALARY USD 45,000-50,000

BENEFITS

- Medical, dental, and vision insurance
- Life, AD&D, and long-term disability insurance
- Sick leave, paid vacation, and holidays
- Bonus program
- 401(K) retirement plan

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Company Description