



## PR/118099 | Raw Material Assistant Manager

### Job Information

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

1548421

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

United Kingdom

**Salary**

Negotiable, based on experience

**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**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Position: Raw Material Assistant Manager - Logistic Coordinator

Salary: £ 26,000 (Negotiable) + Bonus + Commutation fee

Location: London – Able to hybrid working 2-3 times / w at the office

Contract: Full-Time, Permanent

Company: Industrial-leading Japanese Oil company

Visa : Indefinite / Permanent

**[Purpose of the role]**

This role supports stable raw material supply and quality control to enhance customer satisfaction, in line with group strategy. By ensuring timely and complete deliveries and complying with logistics regulations, you'll help maintain smooth operations and contribute to the company's growth through effective collaboration.

## 【Responsibilities】

- Create sales and purchase orders for raw material deliveries
- Update delivery schedules and send order confirmations to toll blenders
- Confirm raw material receipt status with toll blenders
- Update test result data based on Certificates of Analysis from suppliers
- Issue AP/AR invoices related to payments
- Prepare weekly and monthly reports on market trends for base oil, steel, and HDPE
- Participate in meetings with toll blenders and suppliers, and take meeting minutes
- Foster a positive communication environment within the company

## 【Requirements】

- Experience in SAP ERP systems. (Must)
- Microsoft Office Skill – essential to have intermediate+ level skills for using the functions of formulas, Vlookup, Pivot etc would be sufficient.
- Strong English-speaking skills are essential. Effective verbal communication in English is critical for engaging in discussions and negotiations with suppliers.
- The ability to speak English fluently - not merely writing emails will provide a considerable advantage in international business contexts. Language(s) of Japanese / French / Dutch / Italian will be an advantage though not necessary.

## 【Benefit】

- Private medical insurance
- Full commuting allowance
- Annual health check
- Life insurance / income protection
- 20 days of annual paid leave
- Approximately 10 days of company holidays

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## Company Description