



PR/095079 | Assistant to Supply Chain Management Director(Japanese)

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1554708

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 05:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

【募集概要】

■ポジション名■

Assistant to Supply Chain Management Director

■職務内容■

(Sales)

Managing the contract executions including but not limited to logistics, production plan, and customer relations. Also support the team for better communication and operation.

(Purchase)

Managing the contract executions including but not limited to logistics, stock management, and relations with the suppliers.

(Overall)

Support the Director and senior management team for better sales and purchase operations and improve administrative tasks, project coordination, and strategic initiatives.

■具体的な業務内容■

- ・ Assist the SCM Director in daily operations and strategic planning.
- ・ Observe the customer's demands/requests, and share the obtained information/ your ideas among the team.
- ・ In order to achieve the profitable business to both customers and IGV, it is essential to understand the importance of working as a team, not only SCM but also including the factory (such as Production, QC etc).
- ・ Willingness and desire to understand and know our own items is necessary.
- ・ Also it is necessary to have a sense of cost/profit, understand demand/supply of coffee industry.
- ・ Improving the team work is essential. Inspire the colleagues for better solutions and share the ideas among the team first before disclosing it to the others.
- ・ Good communication skills are required - such as, being a good listener, ability to summarize the topic, ability to speak logically, clarify the issues etc.
- ・ Ensure compliance with industry regulations and company policies.

■求める経験・能力・資格等■

- ・ Language Skills (English business level)
- ・ At least 3-5 years' experience as a Supply Chain
- ・ Ability with Windows tools (Word, Excel, PowerPoint, Outlook)
- ・ Data Analysis
- ・ Synthesis and problem-solving skills
- ・ Communication and Negotiation
- ・ Human relations skills

■オファー内容(勤務条件)■

≪給与≫ (Gross)2,000USD/month～ ※スキル・経験によって応相談

≪賞与≫ 1month+KPI Bonus

≪勤務地≫ Ba Ria Vung Tau(ホーチミン市内から車で1時間程度)

【その他】

- ・ 社用車あり

- ・ 各種保険費用負担
- ・ ビザポートあり
- ・ 面接 2 回予定※うち 1 回は対面での実施

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Company Description