



## PR/118272 | Logistics Operation Officer

### Job Information

**Recruiter**

JAC Recruitment UK

**Job ID**

1563240

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Netherlands

**Salary**

Negotiable, based on experience

**Refreshed**

October 28th, 2025 10:55

### 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

Electronic equipment company is looking for Logistics Operation Officer who has similar experience in Netherlands.

**This position requires working on-site five days a week.**

#### Job Detail:

**Logistics Coordination:**

- Coordinate with the Operations Manager or Assistant Manager to arrange outbound shipments, ensuring all sales orders are completed on time and deliveries are punctual, whether local or international.
- Communicate with third-party warehousing companies, forwarders, and sister companies upon receiving shipping instructions, processing customer orders according to their requirements.
- Collaborate closely with third-party warehousing companies and operations team members to ensure export

shipments are properly arranged and meet customer specifications.

- Accurately record shipments in the designated log.
- Assist in generating sales invoices upon receiving billing instructions from the Assistant Manager.
- Respond to order inquiries from National Distributors and process purchase orders in the ERP system.
- Coordinate with the headquarters in Japan to confirm stock availability and provide other requested information to National Distributors.
- Work with the Operations Manager or Assistant Manager to arrange inbound shipments, ensuring all necessary documents are in order.

#### **Administration:**

- Answer calls from external parties and handle email correspondence.
- Manage office and IT inventories, including computers, printers, and network equipment, acting as the point of contact for IT vendors.
- Support expatriates from Japan, including translating from Dutch to English.
- Organize and maintain all administrative records and documents.

#### **Requirements:**

- Working experiences related with Logistics / Transportation / Supply Chain Management. (Diploma or Degree holder preferable)
- Fluent English Speaker / Writing skill
- Skilled Microsoft Word/Excel User (formula/ pivot), preferably PowerBI

Preferably experienced Business Central or Navision

\*Candidates must have right to work in Netherland.

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#### **Company Description**