



PR/087030 | Distribution Planner I

Job Information

Recruiter

JAC Recruitment USA

Job ID

1565059

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 11:04

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

POSITION SUMMARY

The Distribution Planner I supports logistics operations by managing inventory allocation, tracking shipments, and processing orders. The role requires attention to detail, clear communication, and the ability to handle multiple tasks efficiently.

RESPONSIBILITIES

- Manage outbound orders and incoming shipments, ensuring timely delivery and accurate documentation
- Handle allocation processes for limited inventory, maintaining spreadsheets and coordinating with internal teams
- Process urgent customer requests, claims for damaged/lost goods, and support cross-dock/in-bond documentation
- Coordinate excess stock transfers between subsidiaries, including PO issuance and shipment tracking
- Prepare quotations, forecasts, and annual pricing files for customers and suppliers

QUALIFICATIONS

- Bachelor's degree in business or equivalent work experience required
- Strong attention to detail and ability to manage multiple tasks simultaneously
- Proficiency in SAP (especially R/3), Microsoft Excel, Word, and order entry systems
- Effective written and verbal communication skills for internal and external coordination
- Familiarity with import logistics, procurement, inventory management, and customer service is a plus
- Ability to work professionally with customers, sales teams, and logistics partners

LOCATION San Diego, CA (Hybrid)

EMPLOYMENT TYPE Full-Time

SALARY USD50,000-55,000

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Company Description