



JAC Recruitment

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JAC Recruitment USA

PR/087059 | Supply Chain Associate

Job Information

Recruiter

JAC Recruitment USA

Job ID

1566472

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 12:03

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

The Supply Chain Associate plays a key role in supporting operational efficiency by managing ERP processes and ensuring compliance with standard operating procedures. This position involves troubleshooting system issues, testing new developments, and maintaining accurate documentation to streamline workflows. The role also includes training branch users, preparing reports, and assisting with audits, contributing to continuous improvement across the organization.

RESPONSIBILITIES

- Troubleshoot ERP system issues and act as liaison between users and technical teams
- Test and validate new developments, patches, and software upgrades
- Create and update SOPs, manuals, and maintain ERP portal content
- Design and conduct training sessions for branch users

- Collect data, prepare reports, and support process improvement initiatives
- Assist with audits and provide project status updates

REQUIREMENTS or QUALIFICATIONS

- Knowledge of ERP systems (Oracle preferred)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Strong communication skills in English
- Ability to prioritize tasks and solve problems effectively

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD 25.43-33.90

BENEFITS

- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- Paid time off
- Wellness program and EAP assistance and much more!

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Company Description