



## PR/087150 | Logistics Office Associate

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1574911

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

February 24th, 2026 14:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**POSITION SUMMARY**

This position plays a key role in supporting the daily operations of the logistics department. The role combines administrative responsibilities with warehouse and driver coordination, offering a dynamic environment suited to candidates who enjoy both structured office tasks and operational support.

**RESPONSIBILITIES**

- Coordinate daily warehouse activities and support the Logistics Manager
- Maintain and organize filing and record-keeping systems
- Manage driver-related documents, including E-logs, trip reports, delivery schedules, and compliance files
- Provide guidance to new drivers and communicate regularly to support DOT compliance

- Answer incoming calls, respond to inquiries, and coordinate communication between drivers, sales teams, and vendors
- Handle daily documentation tasks including printing invoices, assembling documents, submitting payment orders, and maintaining filing systems
- Compile inventory, ordering, and receiving records; review reports for accuracy

#### QUALIFICATIONS

- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Strong general office skills including filing, document sorting, and data entry
- Effective communication skills via phone, email, and in person
- Ability to multitask, prioritize, and meet cut-off times
- Ability to read, write, and speak English

SALARY USD 22.80-24

LOCATION San Francisco, CA

#### 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