



Supply Planning Assistant Manager

Job Information

Hiring Company

Unicity Japan, K.K.

Job ID

1575148

Industry

Food and Beverage

Company Type

Small/Medium Company (300 employees or less)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Work Hours

In accordance with company regulations

Holidays

In accordance with company regulations

Refreshed

February 2nd, 2026 13:23

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

«Job Description & Position Highlights»

- Overseeing and optimizing supply chain, inventory management, and logistics operations within Japan
- A rewarding role directly contributing to business growth and customer satisfaction through demand forecasting and inventory accuracy management
- Opportunity to gain global perspective through collaboration with overseas teams, sales, finance, and regulatory departments
- Acquire diverse experience in a multinational corporate environment, including discretionary operational management and driving improvement initiatives

【Job Responsibilities】

We are seeking an experienced Assistant Manager, Operations to support and optimise Unicity Japan's end-to-end supply chain, inventory management and logistics operations.

This role plays a critical position in ensuring accurate demand planning, efficient order fulfilment and disciplined inventory control, while working closely with Sales, Finance, Regulatory and Global Operations teams.

You will contribute to operational stability, risk mitigation and continuous improvement initiatives that directly impact customer satisfaction and business performance.

<Forecasting and Demand Planning>

- Coordinate with the local Sales team to develop, review and update monthly sales forecasts.
- Ensure inventory forecasts and purchase orders are prepared and submitted accurately and on time.
- Communicate expected purchasing plans and shipment schedules clearly to Sales and Finance teams.
- Analyse forecast accuracy, demand trends and purchasing data to optimise service levels and productivity.
- Develop, standardise and continuously improve forecasting processes in alignment with global operations teams.

<Order Fulfilment and Supply Chain Operations>

- Manage overseas supply chain operations including procurement, logistics and shipment coordination.
- Work closely with international Operations teams to monitor order status and delivery schedules to prevent supply shortages.
- Identify, analyse and communicate potential risks related to demand volatility, supply disruption, quality or logistics constraints.
- Coordinate with Sales and Marketing teams on product launches, renewals and product discontinuations.
- Partner with Regulatory teams to ensure imported goods comply with all local laws and regulatory requirements.
- Collaborate cross-functionally to identify operational efficiencies, process improvements and cost-saving opportunities.
- Develop and maintain strong relationships with local vendors and logistics partners to ensure service quality and reliability.

<Inventory Control and Accuracy>

- Monitor and manage inventory levels to meet demand while minimising excess and obsolete stock.
- Oversee inventory movement and transactions across physical warehouses and system records.
- Analyse excess or slow-moving inventory and recommend corrective actions to reduce exposure.
- Provide early warnings on inventory risks to relevant stakeholders.
- Implement inventory accuracy tracking, root cause analysis and corrective action plans.
- Provide regular and accurate inventory status reporting to internal teams.

<Warehouse and 3PL Management>

- Coordinate inventory movement using cost-effective and efficient transportation methods.
- Establish, monitor and manage performance KPIs for third-party logistics providers.
- Drive continuous improvement initiatives with 3PL partners to enhance service quality, accuracy and efficiency.

<Cost and Efficiency Management>

- Identify cost-saving opportunities across procurement, inventory holding, transportation and warehousing.
- Support negotiations with vendors and service providers to achieve favourable commercial terms.
- Balance service levels, cost efficiency and risk management in operational decision-making.

<Leadership and Collaboration>

- Work closely with Sales, Finance, Regulatory and Global Operations teams.
- Act as a key operational partner to Japan management and regional stakeholders.
- Support operational discipline, documentation and compliance with internal processes and controls.

■Why Join Unicity :

At Unicity, you will be part of a global organisation committed to improving lives through better science, better systems and disciplined execution.

This role offers the opportunity to strengthen operational foundations in Japan, influence supply chain performance and contribute directly to business growth and customer satisfaction.

■About Unicity :

At Unicity, we are driven by a singular mission — Make Life Better.

Through science-based innovation, clinical research and global collaboration, we develop products and systems that improve metabolic health and enhance quality of life worldwide.

With operations in more than 60 countries and regions, Unicity combines global scale with strong local execution. As our business in Japan continues to grow, we are strengthening our operations and supply chain capabilities to support sustainable growth, service excellence and cost efficiency.

【Employment Type】

Permanent employee

【Salary】

Based on experience and skill level

【Working Hours】

In accordance with company regulations

【Work Location】

In accordance with company regulations

[Holidays & Leave]

In accordance with company regulations

[Benefits & Welfare]

In accordance with company regulations

Required Skills

[Qualifications]

- 5-7 years of progressive experience in operations, supply chain, logistics or inventory management.
- Experience working in a multinational or regional operating environment.
- Business-level English proficiency, both written and spoken.
- Strong proficiency in Microsoft Excel and operational reporting tools.
- Solid understanding of demand planning, inventory management and supply chain processes.

[Preferred Attributes]

- Experience in consumer goods, health, wellness or regulated industries.
 - Strong analytical skills with high attention to detail.
 - Ability to manage multiple priorities in a fast-paced environment.
 - Confident and clear communicator across cross-functional teams.
 - High level of personal integrity, accountability and ownership.
 - Self-motivated, adaptable and solutions-oriented.
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Company Description