



## PR/087173 | Logistics Office Associate

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1575460

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

February 17th, 2026 04:00

### 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**

Join a logistics team where you will play a key role in supporting warehouse coordination and administrative operations. This position is ideal for candidates who enjoy a mix of office duties, documentation management, and communication with drivers, sales teams, and vendors.

**RESPONSIBILITIES**

- Coordinate daily warehouse activities and provide administrative support to the logistics manager.
- Maintain organized filing systems and handle sorting, labeling, and retrieving documents.
- Manage driver-related paperwork, including logs, schedules, and compliance documentation.
- Handle phone calls, inquiries, and communication with drivers, sales teams, and vendors.

- Process daily documents such as invoices, assembly sheets, and payment orders.
- Support warehouse operations, including receiving, assembling, and assisting with physical inventory counts.

#### QUALIFICATIONS

- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Proficiency in Microsoft Office applications and general administrative functions.
- Strong verbal and written communication skills across internal and external stakeholders.
- Accurate data entry skills and strong attention to detail.
- Ability to read, write, and speak English effectively.

SALARY USD \$20-24/HR

LOCATION Honolulu, HI

WORKING HOURS Monday - Friday 9:00 AM to 6:00 PM

#### BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

#LI-JACUS #LI-US #countryUS

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#### Company Description