



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