



PR/095773 | Assistant Warehouse

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1589461

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 21st, 2026 10:34

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A company in the logistics and warehouse operations sector is hiring for a Warehouse Operations and Improvement position. This organization focuses on optimizing warehouse performance, maintaining high quality standards, and continuously improving processes.

The role offers an opportunity to contribute directly to operational efficiency and collaborate with both internal teams and external partners in a dynamic environment.

Job Description

- Support the development and execution of warehouse improvement plans in alignment with operational goals
- Prepare mid-term and monthly plans, and summarize activities into reports for regular meetings

- Participate in meetings with clients alongside supervisors and prepare meeting minutes
- Monitor inbound, outbound, and storage processes to ensure compliance with established procedures and standards
- Investigate operational issues, identify root causes, and propose corrective actions
- Manage temperature control and identify causes of non-conformance in transportation
- Implement improvement initiatives and maintain workplace organization practices
- Review and verify debit note data before submission to clients
- Carry out additional tasks assigned by supervisors and clients as needed

Qualifications

- Strong organizational and planning skills with attention to detail
- At least 3 years of experience in warehouse.
- Japanese communication (required).
- Ability to analyze issues and propose practical solutions
- Effective communication skills for coordination with internal teams and external stakeholders
- Basic understanding of warehouse operations, quality control, and process improvement is preferred
- Proficiency in documentation, reporting, and data checking
- Ability to work collaboratively and adapt to changing priorities

#LI-JACVN

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