



## PR/095773 | Assistant Warehouse

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1594919

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

June 2nd, 2026 11:05

### 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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