



Order Management Specialist

Job Information

Recruiter

JAC International Co., Ltd.

Job ID

1611165

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 3 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

What You'll Do

???? Order Management

- Manage customer orders from entry to fulfillment.
- Monitor inventory levels and communicate stock updates.
- Handle claims, returns, and credit/debit adjustments.
- Support product allocation during supply shortages.
- Maintain accurate customer, product, and order data.
- Act as a go-to expert for order processing and master data.

???? Process Improvement

- Help automate and improve operational processes.
- Support system upgrades and digital transformation projects.

Required Skills

What We're Looking For

- 5+ years of experience in a large international business
- Strong knowledge of supply chain and order management processes
- Experience with ERP systems and system improvement projects
- Comfortable working across teams and driving change

Company Description