

Logistic Parts Coordinator【Siemens Energy】

シーメンス・エナジー株式会社での募集です。 設備保全・メンテナンス・施設環境・...

Job Information

Recruiter
JAC Recruitment Co., Ltd.

Hiring Company
シーメンス・エナジー株式会社

Job ID
1622690

Industry
Machinery

Company Type
International Company

Job Type
Permanent Full-time

Location
Hokkaido

Salary
6 million yen ~ 9 million yen

Work Hours
09:00 ~ 18:00

Holidays
【有給休暇】初年度 15日 1か月目から ※年間休日についてはカレンダー通りプラス会社が定める休日で年によって異なります。 夏...

Refreshed
November 12th, 2026 15:01

General Requirements

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

【求人No NJB2423960】
▼A Snapshot of Your Day
As part of the Asia Pacific Onshore Business Unit of Siemens Energy Wind Power（SE WP ON AP）the Logistics and Parts Coordinator ensure efficient material management and logistics support across wind farm sites in the country. The role is responsible for material management starting from ordering until maintaining optimal inventory levels managing SAP transactions and coordinating material movement to enable seamless service execution. This position interfaces regularly

with Site Leaders Service Operations Managers and Service Operation Planner to ensure transparency material planning reliability and wind farm inventory optimization.

▼How You'll Make an Impact
・ Consolidate and record all material receipts and issues in SAP.
・ Maintain minimum stock levels at facilities in line with the Recommended Spare Parts List（RSPL）.
・ Analyze material consumption and manage material ordering during fault resolution
・ Generate and maintain stock tracking and deviation reports for operational transparency.
・ Place and monitoring on PO/shipment level view from supplier warehouse/repair shop pickup through port loading ocean transit destination port arrival customs clearance inland move and site delivery from Central Warehouse or suppliers until receipt confirmation.
・ Manage goods receipt for materials shipped from P LOG Distribution Center to wind farm warehouses.
・ Coordinate material and equipment shipments to wind farm warehouses or maintenance teams.
・ Manage faulty materials and coordinate their return to source warehouses including control of "child fault" attribution.
・ Support material repair processes at facilities and ensure accurate updates of warehouse records when materials move between locations.
・ Act as SAP interface for stock and order management for scheduled and unscheduled services.
・ Create and manage Purchase Orders and Return Purchase Orders in SAP ensuring timely follow up on missing parts.
・ ECC（Export Customs Control）/Compliance Customs formality work（document review correction report etc）
・ Review Transportation charge debit notes check and preparation for clearing payment
・ Document filing（shipping documents etc）
・ Keeping transportation record for each shipment（exportation/ importation/ domestic transport）
・ Overall transportation review and report to site leads（monthly basis）
・ Collaboration with APAC Logi（participating on line meeing and share info）
・ Administration work
・ Reservation of meeting rooms and necessary equipment catering etc.
・ Transport RFQ compilation/Check the rate reply and transport plan
・ Sending documents overseas via DHL or FedEx
・ Preparation of minutes

About the Team
Our Corporate and Global Functions are essential in driving the company's strategic initiatives and ensuring operational excellence across various departments business areas and regions. These roles support our vision to become the most valued energy technology company in the world. As part of our team you contribute to our vision by shaping the global energy transition partnering with our internal and external stakeholders and conducting business responsibly and in compliance with legal requirements and regulations.

Required Skills

What You Bring
・ Experiences in Supply Chain Logistics or related field.
・ Experience in inventory management SAP（preferably AGORA/S4HANA）
・ Strong analytical and organizational skills.
・ Knowledge of wind farm operations is an advantage.
・ Proficiency in MS Office and SAP modules.
・ Fluent in English/ Native Japanese

Company Description

■事業分野発電、オイル＆ガス、Wind power事業、高圧送電事業に関わる発電機器の販売及びアフターサービス■製品蒸気タービン、ガスタービン、バイオマス発電向けタービンなど