

PR/087800 | Japanese-English Bilingual Assistant ERP Manager

Job Information

Recruiter
JAC Recruitment USA

Job ID
1624038

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 11:06

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION SUMMARY
A leading Japanese food importer and distributor is seeking a Japanese-English Bilingual Assistant ERP Manager to support ERP implementation, system optimization, user training, and business process improvement initiatives. This position will play a key role in supporting Microsoft Dynamics 365 Business Central projects, coordinating cross-functional stakeholders, maintaining system integrity, and ensuring successful adoption of ERP solutions across U.S. operations.

RESPONSIBILITIES

- Support ERP implementation projects for Microsoft Dynamics 365 Business Central across multiple U.S. locations
- Gather, document, and analyze business requirements to align operational needs with ERP system capabilities
- Coordinate project schedules, resources, and deliverables to support successful implementations
- Collaborate with stakeholders to understand business processes and improve system utilization

- Identify, monitor, and escalate project risks and implementation issues as needed
- Assist with Business Central configuration, customization, and testing activities
- Coordinate with ERP vendors regarding troubleshooting, support requests, and system enhancements
- Support data migration projects, including data validation, testing, and quality assurance
- Maintain master data and ensure data accuracy and integrity across business systems
- Assist with system integrations, including APIs, EDI, and related technologies
- Develop user guides, training materials, and conduct end-user training sessions
- Provide post-implementation support, troubleshooting, and ongoing system maintenance
- Gather user feedback and support continuous improvement initiatives
- Support system updates, enhancements, and optimization projects
- Assist with reporting requirements and operational data analysis
- Support month-end close processes, master data maintenance, and day-to-day ERP operations
- Maintain system documentation and standard operating procedures
- Collaborate with internal departments, IT teams, and external vendors to resolve system and operational issues
- Participate in company events and perform additional duties as assigned

QUALIFICATIONS

- Business-level Japanese and intermediate to business-level English proficiency
- Bachelor’s degree in Computer Science, Computer Engineering, Information Systems, or a related field
- Minimum of 2 years of experience with Microsoft ERP systems or related ERP platforms
- Experience with Microsoft Dynamics 365 Business Central is highly preferred
- Experience with ERP implementation projects, system upgrades, and user training is a plus
- Experience supporting end users, month-end close activities, and cross-functional business processes preferred
- Advanced proficiency in Microsoft Office applications
- Strong organization, project coordination, and time management abilities
- Ability to travel overnight for business as needed
- Availability to support occasional evening and weekend work during critical project phases

LOCATION
El Monte, CA

EMPLOYMENT TYPE
Full-Time

SALARY
90k-100k

BENEFITS
Company-paid medical, dental, and vision insurance for employees and dependents, life insurance, 401(k) with company match, and other benefits

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Company Description