CareerCross

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IT life services

Warehouse Assistant　【倉庫・在庫管理｜経験が浅い方歓迎】

APAC及び欧州チームと連携して英語力活かせます。多様性が尊重される環境

Job Information

Hiring Company
Evernex Japan K.K.

Job ID
1324625

Division
Logistics

Industry
System Integration

Company Type
International Company

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
3 million yen ~ 4.5 million yen

Refreshed
March 27th, 2024 05:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Entry Level

Minimum English Level
Basic

Minimum Japanese Level
Native

Minimum Education Level
High-School or Below

Visa Status
Permission to work in Japan required

Job Description

Role Summary
Warehouse Assistant is responsible to direct receiving, warehousing and distribution operations. You will oversee the efficient receipt, storage, value-adding servicing and dispatch. Be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly is the main goal. This person will manage the warehouse on his/her own. No team management will be involved.

Reports To: Operations Lead & Country Manager
Business Unit: Tokyo, Japan
Department: Logistics

Job Level: Junior-level

Accountabilities

- Manage warehouse in compliance with company's policies and vision
- Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, shipping, and customer service
- Schedule and oversee warehouse team to meet the demands of the fulfillment center, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse leads to review, analyze, and develop actionable plans for productivity and loss prevention
- Liaise with clients, suppliers and transport companies
- Plan work rotas, assign tasks appropriately and appraise results
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.)
- Receive feedback and monitor the quality of services provided
- Conduct cycle count periodically

About Evernex
Evernex is a growing French International company (part of 3i group) specializing in maintaining IT systems in an operational state. Our innovative offer addresses both the IT needs and sustainable development issues of our clients.

Specialists in IT support maintenance, hardware recycling and professional services, we are expanding our operations in Japan and are looking for a dynamic and self-motivated individual to help us succeed in our goals.

Required Skills

Experience, Knowledge, Skills

- Proven work experience in Stock Keeping or Warehousing is desirable
- Expertise in warehouse procedures and best practices
- Hands on experience with warehouse management software and databases
- Native level Japanese
- Basic English skill is recommended for use of an internal stock management software and email communication.
- Excellent communication skills

A Plus to have
- Certifications in Warehouse/Logistics or equivalent

Working Condition and Environment
- Located in Tokyo

Company Description

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Evernexについて
貴社で導入済みのサーバー・ストレージ・ネットワーク機器の保守に、新しい手法を取り入れてみませんか？

Evernexは**35年以上にわたるマルチベンダーなハードウェアに経験が豊富**です。グローバルで独立したIT機器延命事業を展開しています。 IT資産の寿命を延ばす**エンドツーエンドのデータセンター保守**サービスを提供しています。革新的なサービスアプローチにより、ITインフラストラクチャの管理方法を変えています。 Evernexをご利用いただくお客さまは、**標準的なOEMサービス終了日よりも長くITシステムを維持**し、時間と経費を節約しています。

グローバル展開
Evernexはスペアパーツ物流の分野で他者の追随を許さない経験をもっています。一般的な想像の範囲を超えたITインフラの保守サービスを提供しており、世界中の部品を記録的な速さで移動させています。毎日、世界各地に1トンものスペアパーツを出荷し、それをお客さまのデータセンターを最高レベルで運用するために使っています。**29の関連会社**、グローバルパートナー、エンジニアネットワークを活用して、ITインフラ保守のニーズをすべてまかない、**160以上の国々に存在する20万以上のITインフラ**をサポートしています。また、世界各地に**約330の在庫管理拠点**があり、お客さまに最も近い拠点からスペアパーツを供給することで、お客様の課題を即時に解決します。すべてはお客さまを一歩一歩お手伝いするための体制です。

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About Evernex
Ready for a fresh approach to maintaining and upgrading your installed base of servers, storage and networking equipment?

Evernex is a global, independent IT Life Services company with over **35 years of multi-vendor hardware experience**. We offer **end-to-end data center maintenance** service that allows you to extend the life of your IT assets. With our innovative approach to service, we'll help you change the way you manage your IT infrastructure. Evernex allows you to **maintain your IT systems beyond standard OEM end-of-service dates** – saving you both time and money.

Global Footprint

Evernex has unmatched experience in spare parts logistics. We offer IT infrastructure maintenance coverage like you've never seen before – moving spare parts worldwide in record time. Every day, we ship one metric ton of spare parts across the globe to keep your data centers operating at the highest level. With **29 subsidiaries** and our network of global partners and engineers, we help you handle all of your IT infrastructure maintenance needs. Today we support over **200k+ IT infrastructure** systems in **160+ countries**. And we have some **330 forward stocking locations** worldwide. No location is too remote – so where's your next challenge? Let us know and we'll be there to help you every step of the way.