



Supply Chain Coordinator

募集職種

採用企業名

ベガプロジェクト株式会社

支社・支店

Vega Project

求人ID

1462131

業種

Sler・システムインテグレーター

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

東京都 23区, 中央区

最寄駅

日比谷線、 八丁堀駅

給与

250万円 ~ 350万円

ボーナス

固定給+ボーナス

更新日

2026年08月03日 01:00

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

日常会話レベル (英語使用比率: 50%程度)

日本語レベル

流暢

最終学歴

大学卒： 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Logistics Operations

- Coordinate domestic transportation and arrange logistics services, including truck bookings and delivery scheduling.
- Handle delivery-related project activities and provide logistics support to internal teams.
- Receive goods at the office and verify serial numbers (SN), MAC addresses, and shipment accuracy.
- Monitor delivery status and resolve shipment discrepancies or delivery issues.

Warehouse Coordination

- Create and maintain shipment and inventory lists for third-party logistics (3PL) warehouses.
- Review receiving reports from 3PL warehouse providers and ensure all expected items have been received.
- Investigate and resolve shortages, missing items, and receiving discrepancies.

Project and System Administration

- Update project names and project numbers in the company system.
- Create and maintain Bills of Materials (BOM) based on customer order confirmations.
- Update purchasing and logistics-related data in company systems.

Import / Export Management

- Coordinate international import and export shipments.
- Prepare and review shipping documentation and customs-related paperwork.
- Support customs clearance processes and ensure compliance with import/export regulations and tax requirements.

Financial and Documentation Support

- Print and prepare invoices and shipping documents.
- Enter Accounts Payable (AP) data into SAP accurately and on time.
- Review and verify logistics-related costs, including courier and transportation invoices.
- Monitor and reconcile Sagawa shipping record

Returns and Quality Support

- Manage DOA (Dead on Arrival) and RMA (Return Merchandise Authorization) processes.
- Coordinate with suppliers, customers, and internal departments to ensure timely resolution of return and replacement requests.

スキル・資格

- Fresh graduates are welcome to apply.
- Japanese (Fluent), English conversational level
- Ability and willingness to work from the office daily.
- Basic proficiency in Microsoft Office applications, particularly Excel.
- Strong attention to detail and organizational skills.
- Positive attitude, strong sense of responsibility, and willingness to learn.
- Ability to manage multiple tasks and meet deadlines.
- Flexible and adaptable to changing priorities and business needs.
- Willingness to take on challenges and develop problem-solving skills.

会社説明