



## Asset Scheduler (Kalrez® Supply Chain)

Hybrid work/Flex Time/Tokyo (4.5M-5.5M)

### 募集職種

#### 採用企業名

デュポン・ジャパン株式会社

#### 求人ID

1471936

#### 部署名

Electronics & Industrial - Kalrez®

#### 業種

化学・素材

#### 会社の種類

大手企業 (300名を超える従業員数) - 外資系企業

#### 外国人の割合

外国人 少数

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 最寄駅

銀座線、溜池山王駅

#### 給与

400万円 ~ 700万円

#### ボーナス

固定給+ボーナス

#### 勤務時間

9:00 - 17:30 ※フレックスタイム制 (コアタイム11:00-15:00)

#### 休日・休暇

土曜、日曜、祝日、年末年始、創立記念日、年次有給休暇、特別有給休暇 (冠婚葬祭等)、私傷病休暇、育児休暇、介護休暇

#### 更新日

2024年05月09日 01:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル (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

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## 現在のビザ

日本での就労許可が必要です

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## 募集要項

### Asset Scheduler – Role summary

Accountable for day-to-day activities required to create and maintain detailed production/supply schedules based on established pull signals. Point person between the supply organization and sub-contractors to clearly define/understand short-term production issues and supply needs between the organizations. Utilizes detailed capacity plans, and interfaces with production teams at sub-contractors.

- Coordinate purchase order priorities with toller for their respective assets based on customer requirements.
- Manage purchase orders for tollers in line with business strategy (cost, rate, and inventory).
- Assure schedule is continually maintained and communicated throughout the supply chain.
- Highlight and actively participate in the identification and resolution of inventory, customer order issues, and quality issues as they develop.
- Communicate production issues, supply changes (delays, etc), deviations from plan and potential resolutions
- Coordinate secondary processing of finished product (e.g., rework and repackaging).
- Manage performance standards and analysis methods to compare actual production performance against the established standards.
- Monitoring purchase orders & assuring closed as needed, accurate purchase orders are used to maintain system & data integrity
- Primary interface between manufacturing and supply chain.
- Works with manufacturing to optimize the plant schedule along with manufacturing capabilities.
- Manage inventory levels by product, locations, and safety stocks to support the desired level of customer service while maintaining cost-effective levels of inventory.
- Work with Forwarder/Warehouse to process customs clearance and goods receipt at warehouses.
- Interacts with various partner functions such as Customer Service & Sales Team, Logistics, Finance, and external warehouses to ensure that the customers' requirements are understood and commitments are met.
- Adheres to all corporate policies, procedures and legislative requirements and advises management of adoption and/or deviations to policies and guidelines to reflect circumstances within the supply chain work area.

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## スキル・資格

- Strong interpersonal and communication skills to effectively develop good relationships with both external and internal partners.
- Able to approach one's work professionally and proactively even in a difficult situation.
- Self-motivated and positive-minded.
- Demonstrates attention to detail and exhibits a high level of accuracy.
- Supply Chain job experience is highly preferred.
- Good English Skills (TOEIC 700 or higher is preferred).
- Good computer application skills (MS Office, Outlook, etc.). SAP experience is preferred.
- Bachelor degree is preferred.

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## 会社説明