



Logistics Customer support (Accounting support 含む) 【残業無し・ワークライ...

欧州系製造メーカーでの募集です。総務・庶務・ファシリティのご経験のある方は歓迎...

募集職種

人材紹介会社

株式会社ジェイ エイ シー リクルートメント

採用企業名

欧州系製造メーカー

求人ID

1476261

業種

電気・電子・半導体

雇用形態

正社員

勤務地

東京都 23区

給与

500万円～800万円

勤務時間

09:00～17:30

休日・休暇

【有給休暇】入社7ヶ月目には最低10日以上 【休日】完全週休二日制

更新日

2024年05月23日 18:00

応募必要条件

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

日本語レベル

ネイティブ

最終学歴

高等学校卒

現在のビザ

日本での就労許可が必要です

募集要項

【求人No NJB2224340】

Overall Purpose:

To provide arrangement / coordination in the areas of Logistics Sales assistance Accounting support and Administration.

Major Duties and Responsibilities:

Logistic arrangement

1. Weekly shipment from vendors (Singapore / Germany) to Japan
2. Delivery to every customer in Japan on schedule
3. Negotiations with vendors (Singapore / Germany) to keep delivery schedule

4. Negotiations with customers to keep lead time for vendors
5. Shipment to return goods to Singapore / Germany from Japan
6. Courier delivery to Singapore / Germany
7. Receiving and reviewing freight cost
8. Claim for compensation of damaged goods in transit against insurance company

SAP operation

1. Ordering to vendors (Singapore / Germany)
2. Billing to customers in Japan on time
3. New item maintenance
4. Forecast entry / maintenance
5. Credit memo to customers in Japan
6. Goods issue / return
7. Free of charge delivery
8. Credit block / rejection releasing

Inventory

1. Checking the actual stock quantity of Japan
2. Checking stock movement and turnover

Report submission

1. Japan Branch monthly sales report based on record in SAP
2. BAJ monthly report (BAJ: Battery Association of Japan)
3. JBRC semiannual report (JBRC: Japan Portable Rechargeable Battery Recycling Center)

Assistance to persons in Sales

1. Sample / replacement arrangement
2. RMA procedure
3. Forwarding forecast provided by customer
4. Purchasing materials from vendor in Japan
5. Official document arrangement for customer
6. Delivery of stock in Japan to customer
7. Sales promotion goods (battery bag and display) arrangement

Accounting support (以下のサポートとなります)

1. Cash management including incoming and outgoing such as IC payment and monthly vendor payment etc
2. Post all necessary entries and provide analysis related to sales and cost
3. Fixed asset depreciation
4. Monthly Yearly book closing and preparation of corporate tax consumption tax and property tax filing
5. Report weekly Bank balance report and Liquidity Forecast to Singapore
6. Support HR such as leave management and prepare of employees' income inhabitant tax filing
7. Administer employee's files and records in order to ensure accurate computation and payment of social security insurance and individual local and income tax
8. Manage leased office equipment contract
9. Confirm and reimburse employee's travel expenses
10. Purchasing office supplies or anything requested by employee in Japan
11. Any other ad hoc tasks

Backup personnel:

1. for office admin function
2. CFO and Singapore accountants for accounting function

スキル・資格

■貿易事務やロジスティクス関連の経験5年以上 ■総務庶務などのオフィス業務を厭わない方 ■ビジネスレベルの英語力

会社説明

ご紹介時にご案内いたします