



JAC Recruitment

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USA



PR/086739 | Supply Chain Management (SCM) Coordinator, Outbound Operations

募集職種

人材紹介会社

[JAC Recruitment USA](#)

求人ID

1541203

業種

レストラン・フードサービス

雇用形態

正社員

勤務地

アメリカ合衆国

給与

経験考慮の上、応相談

更新日

2025年07月01日 16:08

応募必要条件

職務経験

3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

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

POSITION SUMMARY

This position is responsible for processing and managing orders, coordinating logistics to domestic customers through 3PL (third-party logistics) partners, and tracking product inventory from international suppliers to local distribution centers.

RESPONSIBILITIES

Outbound Operations

- Process purchase orders using ERP system and confirm inventory availability by SKU to sales reps or customers
- Coordinate with the sales team to accommodate special requests
- Serve as a liaison between customers and the sales department (order verification, inventory checks, transportation options, etc.)

- Prepare documentation for 3PL warehouses and carriers for order picking, pickup, and delivery
- Track shipments and follow up until delivery is completed
- Issue sales invoices upon delivery completion
- Handle shipping-related claims and documentation (BOLs, invoices, POs, delivery schedules, etc.)

ERP, Warehousing & Inventory Control

- Provide data to align warehouse inventory with sales forecasts
- Troubleshoot ERP-related issues
- Assist with quarterly and year-end physical inventory counts

QUALIFICATIONS

- Associate degree in Supply Chain, Logistics, Operations, Business, or equivalent education/experience
- Minimum 2 years of relevant experience
- Proficiency in Office 365 (Word, Excel, PowerPoint, Outlook)
- Familiarity with Windows OS
- Strong analytical and problem-solving skills
- Ability to multitask with accuracy and urgency
- Effective communication in a fast-paced environment

PREFERRED SKILLS/ EXPERIENCE

- Experience with ERP data entry and management
- Understanding of ERP modules in an EDI environment

LOCATION Irvine, California

WORK STYLE Hybrid, Full-time (40 hours/week)

SALARY USD 45,000-50,000

BENEFITS

- Medical, dental, and vision insurance
- Life, AD&D, and long-term disability insurance
- Sick leave, paid vacation, and holidays
- Bonus program
- 401(K) retirement plan

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