

# ZARA

## Warehouse and Transportation Specialist

ZARA, ZARAHOME

### 募集職種

#### 採用企業名

株式会社ITXジャパン

#### 求人ID

1542279

#### 部署名

Logistics Department

#### 業種

アパレル・ファッション

#### 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, 渋谷区

#### 最寄駅

山手線、 恵比寿駅

#### 給与

500万円 ~ 700万円

#### 勤務時間

10 : 00 ~ 19 : 00 (休憩60分)

#### 休日・休暇

土・日・祝日、初年度有給休暇数16日

#### 更新日

2025年05月24日 10:31

### 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

日常会話レベル (英語使用比率: 25%程度)

#### 日本語レベル

ビジネス会話レベル

#### 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

### POSITION OVERVIEW

We are seeking a highly motivated and detail-oriented staff to join our dynamic Logistics department at ITX Japan. As a warehouse and transportation staff, you will play a crucial role in ensuring the smooth and efficient delivery of our On-line products to our customers and overseeing warehouse operation contributing to the overall success of our brands in Japan.

The selected candidate for this position will have the opportunity to transition into an Assistant Manager role contingent to the good performance and successful accomplishment of the initial responsibilities.

### MAIN RESPONSABILITIES

#### 1. Warehouse and Transport Coordination:

- Collaborate with suppliers (3PL warehouse companies, HQ teams, transportation companies) to ensure proper management of the warehouse operations.
- Communicate with transport companies to implement and maintain service level, ensuring smooth deliveries and returns of online orders.
- Communicate with stores and warehouses to inform about delivery arrangement and eventual irregularities.
- Validate suppliers' invoices and record in internal system.

#### 2. Supplier Management

- Maintain good relationships with international and local partners to ensure effective communication, adherence with guidelines and engagement toward long-term business relationship.
- Negotiate terms, pricing to secure favorable terms for the business.
- Address any issues or concerns related to service quality.

#### 3. Process Improvement:

- Identify opportunities to streamline and improve import processes to enhance efficiency and reduce lead times.
- Work with cross-functional teams to implement process enhancements and automation solutions.

### OTHER INFORMATION

-Commute expense up to 50,000 yen

-Social Insurance  
employment insurance, health insurance, Long-term care insurance\*from40 y.o/ welfare pension, industrial accident insurance

### BENEFITS

-Employee discount (ZARA/ZARAHOME) \* after probational period

-Paid holiday (16days on 1st year)  
you can take max. 16days straight for your vacation twice a year by using your paid holiday, and ordinary holidays

-GLTD

-Language Learning Apps (Premium Plan)– Free registration

### NOTICE

-Double work/ side business is not allowed

-Offering salary is negotiable based on experience

## スキル・資格

### MANDATORY SKILLS

- Flexible mindset, ability and willingness to learn
- Ability to adapt to a fast-paced and dynamic work environment
- Ability to learn and to use new systems / applications
- Understanding of warehouse processes and domestic transportation
- Good communication and negotiation skills
- Detail-oriented with good organizational and multitasking abilities
- Strong analytical and problem-solving skills

- Proficiency in MS Excel (vlook, pivot table)
- Fluent to native Japanese
- Business level English (Written and spoken)

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会社説明