



## Supply Chain Associate ...SC事務担当募集／若手活躍中／米国本社／携帯保証関連事業の成長企業

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### 募集職種

#### 採用企業名

Assurant Japan株式会社

#### 求人ID

1546202

#### 業種

その他（金融）

#### 会社の種類

外資系企業

#### 雇用形態

正社員

#### 勤務地

東京都 23区, 千代田区

#### 最寄駅

中央快速線 （高尾-東京）駅

#### 給与

経験考慮の上、応相談

#### 勤務時間

9:00~17:30（実労働7時間半、休憩1時間）※フレックス勤務制度あり

#### 休日・休暇

完全週休二日制（土、日）、祝日、年末年始 等

#### 更新日

2025年07月18日 00:00

### 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

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

Supply Chain Associate

**Job Purpose**

This position has 3 distinct responsibilities, Data Reporting & Analysis, Inventory Management, and Operation support.

For Data Reporting & Analysis, this position will analyze operation data and generate reporting for all programs within the Japan DCC.

For Inventory Management, this position will ensure inventory management with our 3rd parties to a level that supports a successful operation and reduces risk of stock losses on a volume and cost level.

For Operation support, this position will support operation procedures for carrier specific programs and Assurant DCC related export and data analysis.

**Primary Job Accountabilities/ Responsibilities****Data Reporting & Analysis**

- Prepare and analyze data to provide business insight on daily condition
- Develop and conduct analysis and communicate outcome to relevant leaders and colleagues
- Create dashboards to show progress against Key Performance Indicators (KPI)
- Drive standardization and automation in analysis and reporting
- Drive ideas for future analyses and data gathering efforts
- Prepare and deliver documents or data.

**Inventory Management**

- Inventory management for all programs within the Japan DCC that may be processed in the device processing facility.

**Operation Support**

- Check the inventory and arrange device transfer between local fulfillment centers on daily basis.
- Create repair orders in OEM specific system.
- Support Operation procedures for carrier L&T Programs including but not limited to ordering materials, analyzing data, creating monthly report for carrier specific program, communicating to local fulfillment centers.
- Manage export procedures for shipping devices to Assurant DCCs, which includes negotiation with 3PL, international couriers, Customs, Insurance company and team members in TWGJ/Assurant global/AVR.

**スキル・資格****Required Experience, Skills, and Knowledge**

- Bachelor's degree or equivalent.
- Minimum 3 years of experience in business data analytical role
- Ability to work independently and in a team to develop innovative solutions
- Ability to manage tasks/projects to required deadlines in a changing environment
- Prioritize multiple tasks and ability to deliver results on time
- Ability to communicate (verbal, written) in Japanese & English.
- Experience managed export/import procedures especially air freight.
- MS Office proficiency, especially MS Excel

**Preferred Experience, Skills, and Knowledge**

- Experience using Oracle

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Any posted application deadline that is blank on a United States role is a pipeline requisition, and we'll continue to collect applications on an ongoing basis.

Any posted pay range considers a wide range of compensation factors, including candidate background, experience, and work location, while also allowing for salary growth within the position.

**会社説明**