



## 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

1547886

#### 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23日 14:00

### 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

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

#LI-JACUS #LI-US #countryUS

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会社説明