



## PR/118099 | Raw Material Assistant Manager

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントイギリス

#### 求人ID

1548421

#### 業種

石油・エネルギー

#### 雇用形態

正社員

#### 勤務地

イギリス

#### 給与

経験考慮の上、応相談

#### 更新日

2025年07月08日 16:39

### 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: Raw Material Assistant Manager - Logistic Coordinator

Salary: £ 26,000 (Negotiable) + Bonus + Commutation fee

Location: London – Able to hybrid working 2-3 times / w at the office

Contract: Full-Time, Permanent

Company: Industrial-leading Japanese Oil company

Visa : Indefinite / Permanent

#### 【Purpose of the role】

This role supports stable raw material supply and quality control to enhance customer satisfaction, in line with group strategy. By ensuring timely and complete deliveries and complying with logistics regulations, you'll help maintain smooth operations and contribute to the company's growth through effective collaboration.

## 【Responsibilities】

- Create sales and purchase orders for raw material deliveries
- Update delivery schedules and send order confirmations to toll blenders
- Confirm raw material receipt status with toll blenders
- Update test result data based on Certificates of Analysis from suppliers
- Issue AP/AR invoices related to payments
- Prepare weekly and monthly reports on market trends for base oil, steel, and HDPE
- Participate in meetings with toll blenders and suppliers, and take meeting minutes
- Foster a positive communication environment within the company

## 【Requirements】

- Experience in SAP ERP systems. (Must)
- Microsoft Office Skill – essential to have intermediate+ level skills for using the functions of formulas, Vlookup, Pivot etc would be sufficient.
- Strong English-speaking skills are essential. Effective verbal communication in English is critical for engaging in discussions and negotiations with suppliers.
- The ability to speak English fluently - not merely writing emails will provide a considerable advantage in international business contexts. Language(s) of Japanese / French / Dutch / Italian will be an advantage though not necessary.

## 【Benefit】

- Private medical insurance
- Full commuting allowance
- Annual health check
- Life insurance / income protection
- 20 days of annual paid leave
- Approximately 10 days of company holidays

#LI-JACUK

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会社説明