



PR/118272 | Logistics Operation Officer

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

1563240

業種

その他（メーカー）

雇用形態

正社員

勤務地

オランダ

給与

経験考慮の上、応相談

更新日

2025年10月28日 10:55

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Electronic equipment company is looking for Logistics Operation Officer who has similar experience in Netherlands.

This position requires working on-site five days a week.

Job Detail:

Logistics Coordination:

- Coordinate with the Operations Manager or Assistant Manager to arrange outbound shipments, ensuring all sales orders are completed on time and deliveries are punctual, whether local or international.
- Communicate with third-party warehousing companies, forwarders, and sister companies upon receiving shipping instructions, processing customer orders according to their requirements.
- Collaborate closely with third-party warehousing companies and operations team members to ensure export

shipments are properly arranged and meet customer specifications.

- Accurately record shipments in the designated log.
- Assist in generating sales invoices upon receiving billing instructions from the Assistant Manager.
- Respond to order inquiries from National Distributors and process purchase orders in the ERP system.
- Coordinate with the headquarters in Japan to confirm stock availability and provide other requested information to National Distributors.
- Work with the Operations Manager or Assistant Manager to arrange inbound shipments, ensuring all necessary documents are in order.

Administration:

- Answer calls from external parties and handle email correspondence.
- Manage office and IT inventories, including computers, printers, and network equipment, acting as the point of contact for IT vendors.
- Support expatriates from Japan, including translating from Dutch to English.
- Organize and maintain all administrative records and documents.

Requirements:

- Working experiences related with Logistics / Transportation / Supply Chain Management. (Diploma or Degree holder preferable)
- Fluent English Speaker / Writing skill
- Skilled Microsoft Word/Excel User (formula/ pivot), preferably PowerBI

Preferably experienced Business Central or Navision

*Candidates must have right to work in Netherland.

#LI-JACUK #M1

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

会社説明