



PR/087243 | Supply Chain Associate (ERP Operations)

募集職種

人材紹介会社

JAC Recruitment USA

求人ID

1582362

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

2026年04月14日 11:01

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

流暢

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

POSITION SUMMARY

The Supply Chain Associate plays a key role in supporting operational efficiency by managing ERP processes and ensuring compliance with standard operating procedures. This position involves troubleshooting system issues, testing new developments, and maintaining accurate documentation to streamline workflows. The role also includes training branch users, preparing reports, and assisting with audits, contributing to continuous improvement across the organization.

RESPONSIBILITIES

- Troubleshoot ERP system issues and act as liaison between users and technical teams
- Test and validate new developments, patches, and software upgrades
- Create and update SOPs, manuals, and maintain ERP portal content
- Design and conduct training sessions for branch users

- Collect data, prepare reports, and support process improvement initiatives
- Assist with audits and provide project status updates

QUALIFICATIONS

- Knowledge of ERP systems (Oracle preferred)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Strong communication skills in English
- Ability to prioritize tasks and solve problems effectively

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD 25.43-33.90

BENEFITS

- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- Paid time off
- Wellness program and EAP assistance and much more!

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会社説明