



PR/095773 | Assistant Warehouse

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1591476

業種

物流・倉庫

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2026年05月12日 10:25

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

基礎会話レベル

日本語レベル

流暢

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

Company Overview

A company in the logistics and warehouse operations sector is hiring for a Warehouse Operations and Improvement position. This organization focuses on optimizing warehouse performance, maintaining high quality standards, and continuously improving processes.

The role offers an opportunity to contribute directly to operational efficiency and collaborate with both internal teams and external partners in a dynamic environment.

Job Description

- Support the development and execution of warehouse improvement plans in alignment with operational goals
- Prepare mid-term and monthly plans, and summarize activities into reports for regular meetings

- Participate in meetings with clients alongside supervisors and prepare meeting minutes
- Monitor inbound, outbound, and storage processes to ensure compliance with established procedures and standards
- Investigate operational issues, identify root causes, and propose corrective actions
- Manage temperature control and identify causes of non-conformance in transportation
- Implement improvement initiatives and maintain workplace organization practices
- Review and verify debit note data before submission to clients
- Carry out additional tasks assigned by supervisors and clients as needed

Qualifications

- Strong organizational and planning skills with attention to detail
- At least 3 years of experience in warehouse.
- Japanese communication (required).
- Ability to analyze issues and propose practical solutions
- Effective communication skills for coordination with internal teams and external stakeholders
- Basic understanding of warehouse operations, quality control, and process improvement is preferred
- Proficiency in documentation, reporting, and data checking
- Ability to work collaboratively and adapt to changing priorities

#LI-JACVN

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会社説明