



PR/087423 | Purchasing and Logistics Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1599969

業種
電気・電子・半導体

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07月10日 12:00

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
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

This role supports global supply chain operations, procurement, and logistics within an advanced industrial technology environment. You will work closely with international teams and suppliers, playing a key role in ensuring smooth operations across sourcing, order management, and distribution. The position offers a dynamic mix of coordination, problem-solving, and hands-on responsibilities.

RESPONSIBILITIES

- Source components and manage RFQs, pricing, and delivery timelines with vendors
- Develop and maintain strong supplier relationships to ensure quality, cost, and performance standards
- Process purchase orders, sales orders, and invoices in collaboration with internal teams

- Coordinate domestic and international shipments, including required documentation and compliance processes
- Track order status, shipments, and inventory
- Handle incoming materials, including inspection, documentation, organization, and inventory updates
- Manage relationships with logistics providers and support shipping arrangements and cost control
- Support issue resolution related to quality, returns, and supplier/customer coordination
- Maintain accurate inventory records and ensure proper documentation across systems

QUALIFICATIONS

- Knowledge of finance and accounting is a plus
- Communicate with customers and handle inquiries professionally across phone, email, and in-person interactions
- Exposure to international supply chain or cross-border logistics operations
- Knowledge of the Japanese language is a plus
- Strong negotiation and vendor management capabilities
- Ability to understand and communicate technical or product-related requirements

LOCATION AND HOURS Greater Chicago Area, Illinois

- Full-time
- On-site

BENEFITS

Medical, Dental, Vision, 401k, PTO and others

SALARY USD 65,000 - 75,000

#LI-JACUS #LI-US #countryUS

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.us/privacy-policy>

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

会社説明