

Logistic Parts Coordinator【Siemens Energy】

シーメンス・エナジー株式会社での募集です。 設備保全・メンテナンス・施設環境・...

募集職種

人材紹介会社
株式会社ジェイ エイ シー リクルートメント

採用企業名
シーメンス・エナジー株式会社

求人ID
1624794

業種
機械

会社の種類
外資系企業

雇用形態
正社員

勤務地
北海道

給与
600万円 ~ 900万円

勤務時間
09:00 ~ 18:00

休日・休暇
【有給休暇】初年度 15日 1か月目から ※年間休日についてはカレンダー通りプラス会社が定める休日で年によって異なります。 夏...

更新日
2026年11月26日 16:12

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
ビジネス会話レベル

日本語レベル
ネイティブレベル

最終学歴
高等学校卒

現在のビザ
日本での就労許可が必要です

募集要項

【求人No NJB2423960】
▼A Snapshot of Your Day
As part of the Asia Pacific Onshore Business Unit of Siemens Energy Wind Power（SE WP ON AP）the Logistics and Parts Coordinator ensure efficient material management and logistics support across wind farm sites in the country. The role is responsible for material management starting from ordering until maintaining optimal inventory levels managing SAP transactions and coordinating material movement to enable seamless service execution. This position interfaces regularly

with Site Leaders Service Operations Managers and Service Operation Planner to ensure transparency material planning reliability and wind farm inventory optimization.

▼How You'll Make an Impact
・ Consolidate and record all material receipts and issues in SAP.
・ Maintain minimum stock levels at facilities in line with the Recommended Spare Parts List（RSPL）.
・ Analyze material consumption and manage material ordering during fault resolution
・ Generate and maintain stock tracking and deviation reports for operational transparency.
・ Place and monitoring on PO/shipment level view from supplier warehouse/repair shop pickup through port loading ocean transit destination port arrival customs clearance inland move and site delivery from Central Warehouse or suppliers until receipt confirmation.
・ Manage goods receipt for materials shipped from P LOG Distribution Center to wind farm warehouses.
・ Coordinate material and equipment shipments to wind farm warehouses or maintenance teams.
・ Manage faulty materials and coordinate their return to source warehouses including control of "child fault" attribution.
・ Support material repair processes at facilities and ensure accurate updates of warehouse records when materials move between locations.
・ Act as SAP interface for stock and order management for scheduled and unscheduled services.
・ Create and manage Purchase Orders and Return Purchase Orders in SAP ensuring timely follow up on missing parts.
・ ECC（Export Customs Control）/Compliance Customs formality work（document review correction report etc）
・ Review Transportation charge debit notes check and preparation for clearing payment
・ Document filing（shipping documents etc）
・ Keeping transportation record for each shipment（exportation/ importation/ domestic transport）
・ Overall transportation review and report to site leads（monthly basis）
・ Collaboration with APAC Logi（participating on line meeing and share info）
・ Administration work
・ Reservation of meeting rooms and necessary equipment catering etc.
・ Transport RFQ compilation/Check the rate reply and transport plan
・ Sending documents overseas via DHL or FedEx
・ Preparation of minutes

About the Team
Our Corporate and Global Functions are essential in driving the company's strategic initiatives and ensuring operational excellence across various departments business areas and regions. These roles support our vision to become the most valued energy technology company in the world. As part of our team you contribute to our vision by shaping the global energy transition partnering with our internal and external stakeholders and conducting business responsibly and in compliance with legal requirements and regulations.

スキル・資格

What You Bring
・ Experiences in Supply Chain Logistics or related field.
・ Experience in inventory management SAP（preferably AGORA/S4HANA）
・ Strong analytical and organizational skills.
・ Knowledge of wind farm operations is an advantage.
・ Proficiency in MS Office and SAP modules.
・ Fluent in English/ Native Japanese

会社説明

■事業分野発電、オイル＆ガス、Wind power事業、高圧送電事業に関わる発電機器の販売及びアフターサービス■製品蒸気タービン、ガスタービン、バイオマス発電向けタービンなど