

## Job Detail

Staff Level

Position Title	[Shizuoka/Hamamatsu] General material operations of the material department *Listed company
Recruiter Company	IT JOBS in Japan
Company Name	Company name is private
Activated / Updated	2024-04-23 / 2024-04-23
Job Type	Administrative - Logistics/Materials & Purchase Control Electronics (Appliance/Semiconductor) - Production Control
Industry	Precision, Measuring Equipment
Location	Asia Japan Shizuoka
Job Description	<ul style="list-style-type: none"><li>■ Dealing with business partners<ul style="list-style-type: none"><li>• Business partner selection</li><li>• Quotation request/obtainment/analysis</li><li>• order</li><li>• Delivery date management and reminders</li><li>• Production capacity confirmation and verification</li><li>• Cost negotiation</li></ul></li><li>■ Internal support<ul style="list-style-type: none"><li>• Overseas factory support (cost reduction, parts procurement support)</li><li>• Obtain sample parts quotation</li><li>• Sample parts arrangement</li><li>• Environmental data acquisition</li><li>• Summarize each data and create presentation materials</li></ul></li></ul>
Company Info	Listed on the Tokyo Stock Exchange Prime Market / No.1 global share in miniature ball bearings / No.1 global share in LED backlights, aircraft parts, and HDD parts ~  No smoking indoors as a general rule
Working Hours	08:30-17:15
Qualifications	Required experience/required skills: <ul style="list-style-type: none"><li>• Practical experience in materials and production management</li><li>• Those who can travel overseas</li></ul> Desirable experience/skills: <ul style="list-style-type: none"><li>• Practical experience in production management and materials</li><li>• Communication in English: Ability to communicate via email</li></ul> - Experienced in overseas business trips (assignment)...This is not required, but if you would like to hear the details of the overseas work before making a decision, please let us know.
English Level	Minimum Communication Level (TOEIC 225-470)
Japanese Level	Business Level(JLPT Level 2 or N2)
Chinese Level	None
Salary	JPY - Japanese Yen JPY 4000K - JPY 7000K
Salary Description	Fully equipped with social insurance Full transportation allowance Asset accumulation savings system Recreation facility
Job Contract Period	Full-time employment Trial period: 6 months (treatment remains unchanged)

Nearest Station	<ul style="list-style-type: none"><li>◆Private car commuting possible...Full transportation expenses paid, free parking available</li><li>◆Free commuter bus available...Fukuroi Station - Company (morning/evening)</li></ul>
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