



Procurement/warehouse management

Job description

- Operate and manage warehouse of raw materials and finished goods. Address location for all goods.
- Conduct inventory. Manage and ensure inventory accuracy. Investigate root causes of mismatches.
- Manage relations with suppliers, outsourcing manufacturers, and outsourced warehouses. Ensure accurate inventory control of in-house and outsourced warehouses.
- Use ERP system to ensure accurate control of company assets and control stock.

Requirements

- Experience in using Excel spreadsheets
- Ability to perform reporting, informing, and consulting accurately and quickly
- Work experience in procurement and warehouse management

Preferred experience/skills

- Experience in working with ERP systems
- Forklift driver's license
- Experience in asset inventory

Desired candidate profile

- Ability understand and process information, and act accordingly
- Strong communication skills both within and outside of the team

Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to take an active role in contributing to the team's mission

- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

Location

- Tsuruoka, Japan

Benefits

- Various types of insurance (employment insurance, workers' accident compensation insurance, health insurance, employee pension)
- Optional defined contribution pension plan
- Mental health support (consultation with external clinical psychologists)
- Employee stock ownership plan
- Flexible work options to suit various types of work (shortened working hours and remote work are available)
- Childcare center enrollment in the nursery is available for all employees with children from age 6 months to 5 years
*Possibility of enrollment will need to be confirmed in advance, as admission depends on the number of vacancies available
- In-house social gatherings
- Business trip allowance

Pre-employment

Support system for those who move from overseas to Tsuruoka, Japan

- Information on moving to Tsuruoka and a Q&A session before the final selection process
- Support for entry (visa application, transportation upon arrival in Tsuruoka, etc.)
- Support for daily life in Tsuruoka (employee accompaniment as needed to find housing, set up living infrastructure, complete procedures at various locations, other accompaniments as necessary, etc.)
- Spiber is able to pay for the initial housing costs upfront, and the employee can repay the amount at a later date
- Transportation from country of residence to Tsuruoka

Post-employment

Support system for a smooth in-house communication

- Free in-house language classes
- Language mentor system (for non-business support as well)
- In-house language support team for language-related consultation and support (such as interpretation at meetings and interviews as needed)
- Support for daily life (housing-related troubleshooting, vaccinations, accompaniment to hospital visits in case of illness, etc.)

How to apply

- Please send your application documents through the application form on our website (<https://www.spiber.inc/en/join/form/>). Please select "Engineering & Production" on the form and mention that you are applying for the role of Procurement/warehouse management in the "Comments" box.