

Operations Coordinator (Younique) ???????? ????????

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Company name

Younique Corporation

Job description

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Job title: Operations Coordinator
Reporting to: President

Salary: To be agreed

Hours: Full time

Location: Central Tokyo, Office located in Nakameguro

Purpose of the position

Younique corp. is an innovative company offering health products primarily to the Japanese market but also other parts of Asia. We have the exclusive distribution right to offer unique Swedish developed products from the Swedish company Mesopharma. The product portfolio includes NOX healthy 100% organic chocolate sold via Isetan department stores, direct to end-consumer via www.younique.jp and through an extensive network of beauty salons. We are located in the very center of Tokyo Nakameguro. In Younique corp team works both Swedish and Japanese personnel. It is a great opportunity to join our dynamic company and team in this new position! The main purpose with the Logistics, Order and Delivery coordinator position is to secure and develop the logistics, order and delivery process in order for Younique to be efficient and create customer satisfaction.

Responsibilities & duties

?Responsibility 1 – Manage the daily customer order operations. Receive and register orders, in direct contact with our customers or through our sales staff. Manage the daily operations of delivering orders including organising order, contacts with couriers and follow up deliveries with customers. Secure deliveries of orders.

?Responsibility 2 – Secure and optimize goods inventory by regular analysis, planning and follow-up. Place orders and co-ordinate suppliers' deliveries including arranging international and national freight, toll-clearance and checking supplier invoices. This includes using and improving our usage the customer and logistics data system.

?Responsibility 3 – Development of logistics, order and delivery processes. Suggest and implement continuous improvement of process to be more efficient in logistics and to increase customer satisfaction.

Work experience & skills

Essential	Desirable
Minimum two years of experience from working with logistics, order and delivery	Experience from consumer goods, preferably Pharma/Health industry
Strong knowledge and experience of working with internet, Word and Excel	
Fluent in English and Japanese language	

Personal qualities & behavioural traits

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