

Administrative & Logistics Manager (m/f/d)

AKG Japan Ltd.

Tradition and Innovation

Since 1919 the AKG Group is a specialist in the field of heat transfer. Our group of companies is financially sound, innovative and expanding. With about 3.300 employees at 14 locations in Europe, the Americas and Asia we develop and produce heat exchangers for a multitude of application areas and branches.

AKG Japan Ltd. is the Japanese sales and engineering office of the AKG Group in Yokohama, founded in 2008, and very successful in the construction machinery, mining, genset, railway and wind power markets.

We are seeking an experienced Administrative & Logistics Manager to lead our logistics operations, inventory management, and administrative processes. This role balances strategic oversight with operational responsibilities, ensuring efficient and cost-effective logistics while supporting business growth. The ideal candidate will have strong analytical skills, leadership experience, and the ability to align logistics strategies with broader organizational objectives.

Tasks and Responsibilities

Logistics and Supply Chain Management

- Development and implementation of logistics strategies for inventory and supply chain optimization.
- Overseeing inventory management, shipping and regulatory compliance.
- Negotiating with logistics providers for cost-effective services.

Operational Oversight

- Analysis and optimization of logistics costs.
- Management of invoices, orders and shipping documents.
- Maintenance of system data (exchange rates, purchase prices, logistics parameters).
- Collaborate with factories, suppliers, and customers to resolve operational challenges and ensure seamless workflows.
- Responsible for handling operational commercial matters and communication with business partners (taxes, rents, authorities).

Sales and Business Support

- Monitor, analyze and optimize logistics costs.
- Analyze sales and logistics data for forecasting and planning.
- Oversee the preparation of sales reports, including global sales, commission lists, and monthly forecasts.
- Coordinate logistics with sales targets for on-time delivery.



Leadership and Collaboration

- Management and supervision of a logistics and administration team, promotion of efficiency and accountability.
- Interface between logistics, sales, finance and other departments.
- Report to the Representative Director

Job Qualifications

Required Skills and Experience

- Experience in logistics, supply chain, administration.
- Knowledge of inventory control, cost analysis, ERP (e.g. SAP).
- Fluent in Japanese and English, good communication skills.
- Strategic and operational planning skills.

Preferred Qualifications

- Background in accounting or finance to support cost optimization and reporting.
- Experience in sales support or order desk operations.
- Strong leadership skills with experience managing diverse teams.

Key Competencies

- Analytical mindset with the ability to develop and implement strategies.
- Strong organizational and problem solving skills.
- Ability to lead cross-functional initiatives and align teams with business goals.
- Attention to detail while managing multiple priorities.

What We Offer

- Competitive salary
- A dynamic and international work environment
- The chance to shape and optimize logistics operations within a forward-thinking organization.

Starting Date: As available

Application to:

AKG Japan Ltd.
Head of Human Resources
Nisso 13 Bldg. 4F
Shin-Yokohama 3-8-8
Kohoku-ku, Yokohama-shi
222-0033 Japan

E-mail: hiroshi.kezuka@akg-group.com

