



Procurement Assistant

Global Energy Company

Job Information

Recruiter[en world Japan K.K](#)**Hiring Company**

Global Energy Company

Job ID

1524789

Industry

Petrochemical, Energy

Company Type

Large Company (more than 300 employees) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Temporary

Location

Tokyo - 23 Wards, Chiyoda-ku

Train Description

Yamanote Line, Tokyo Station

Salary

3 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses included in indicated salary.

Salary Commission

Commission included in indicated salary.

Hourly Rate

2000

Work Hours

8

Refreshed

July 11th, 2025 08:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education LevelAssociate Degree/Diploma

Visa StatusPermission to work in Japan required

Job Description

- Creating and sending requests for quotation to suppliers. After receiving the quotation, confirming basic items
 - Creating POs, PO acknowledgments, and sending deadlines
 - Inquiring and sending deadlines to suppliers, and requesting additional budgets
 - Responding to requests from headquarters (confirming deadlines, etc.)
 - General office work (filing, organizing the warehouse, sending mail, dealing with visitors, etc.)
 - Communication with Saudi Aramco headquarters and suppliers is in English (written and verbal)
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Required Skills

- SCM, Procurement or Logistics Experience
 - Communication in Japanese and English
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Company Description