

Baker Hughes

Procurement & Sourcing Specialist

Job Information

Hiring Company[Baker Hughes Japan](#)**Job ID**

1531934

Industry

Petrochemical, Energy

Job Type

Other

Location

Niigata Prefecture

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Procurement & Sourcing Specialist

Are you passionate about managing the buying process for a given set of goods?

Would you like to be involved in shaping our strategy for Sourcing?

Join our innovative Procurement Team

Our services include negotiate with dedicated providers according to specific policies. Achieve the best buying process, contractual conditions while also ensuring internal customer satisfaction. Positions requiring thorough understanding, application and mastery of approaches, theories, methodologies and application in a concrete organizational context.

Partner with the best

As the Procurement & Sourcing Specialist, you will work to manage the buying & sourcing process for a given set of goods. Apply sourcing policy, interact between supplier and entity with respect to specifications and budgets, Understands concepts, methods, procedures and approaches. responsibilities include the development, communication and execution of strategies

to ensure realization of the business objectives for assigned commodities for cost minimization.

As the Procurement & Sourcing Specialist, you will be responsible for:

- Placing and following up on purchase orders. Manage relationships with suppliers for PO execution. Manage problems and schedule changes. Update ERP.
- Elaborating proposals for improvement in approaches, methods, procedures and processes in the own field.
- Handling communication with direct colleagues and the business about design and coordination services rendered.
- Contributing to project as a team member. Work goals typically take 1-3 month to complete and results are seen immediately or within 1-2 months

Fuel your passion

To be successful in this role you will:

- Have a minimum of a diploma – Bachelor degree with major in Mechanical Engineering is preferred
- Have a minimum of 3 years of experience as a buyer
- Be able to demonstrate fluency in both English and Japanese
- Previous SAP or Oracle experience is preferred
- Be able to demonstrate strong communication skills

Work in a way that works for you

We recognize that everyone is different and that the way in which people want to work and deliver at their best is different for everyone too. In this role, we can offer the following flexible working pattern:

- Flexible working hours – within the working hours, flexing the times when you work in the day to help you fit everything in and work when you are the most productive

Working with us

Our people are at the heart of what we do at Baker Hughes. We know we are better when all of our people are developed, engaged and able to bring their whole authentic selves to work. We invest in the health and well-being of our workforce, train and reward talent and develop leaders at all levels to bring out the best in each other.

Working for you

Our inventions have revolutionized energy for over a century. But to keep going forward tomorrow, we know we have to push the boundaries today. We prioritize rewarding those who embrace change with a package that reflects how much we value their input. Join us, and you can expect:

- Contemporary work-life balance policies and wellbeing activities
- Comprehensive private medical care options
- Safety net of life insurance and disability programs
- Tailored financial programs
- Additional elected or voluntary benefits

Company Description