



JAC Recruitment

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Indonesia

## PR/122931 | Procurment Staff

### Job Information

**Recruiter**[JAC Recruitment Indonesia](#)**Job ID**

1541735

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 13:17

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Responsibilities:**

1. Responsible for carrying out procurement tasks according to plan, including inquiries/comparisons, signing procurement contracts, inspection and acceptance, contract review and evaluation, and feedback summary. Ensure timely and suitable procurement, and reasonably reduce material backlog and procurement costs.
2. Responsible for market research and collection of dynamic information to adjust procurement strategies in a timely manner.
3. Responsible for creating purchase orders and managing the entire process including business negotiations, procurement progress, and quality inspection.
4. Responsible for contract review before placing orders, auditing product pricing, descriptions, and related technical requirements.
5. Responsible for strictly controlling procurement quality and preventing the inflow and use of non-compliant products.

### Company Description