



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

June 3rd, 2025 05:00

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