

**【大阪工場】 プロキュアメントスタッフ（契約社員）Procurement Staff (Fixed Term)****Job Information****Hiring Company**[Takeda Pharmaceutical Company Limited](#)**Job ID**

1542561

Industry

Pharmaceutical

Job Type

Contract

Location

Osaka Prefecture, Osaka-shi Yodogawa-ku

Train Description

Kyoto Main Line, Juso Station

Salary

5 million yen ~ 8.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

8:00 - 16:45

Holidays

土、日、祝日

Refreshed

July 29th, 2025 01:00

General Requirements**Minimum Experience Level**

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Please note this job requires business level Japanese/English in speaking, writing, and reading.

OBJECTIVES/PURPOSE

Ensure timely execution of procurement activities for selecting the best supplier for all project packages.

- Support in development and executing procurement plans for capex project packages.
- Support Procurement Lead as required in contract negotiation and signing activities.
- Stakeholder management, exercise collaboration and negotiation for achieving common goals.
- Perform reporting and documentation as per the project defined policies.

ACCOUNTABILITIES

- Preparation of sourcing events and conduct purchasing activities, including sending and summarizing supplier list, RFI, CDA, RFP, QnA, proposals.
- Evaluation of supplier proposals and preparing award recommendations.
- Review existing MSA's, both English and Japanese, and prepare new SOW and MSA as needed to issue purchase order to supplier.
- Support in issuance of purchase orders to selected suppliers, supplier registration etc.
- Reporting, documentation and collaboration as needed for above activities.
- Support procurement lead in cost negotiation and savings report for each package.
- Serve as a window for the supplier to Takeda, arrange explanation and presentation meetings.
- Intermediation for quick solution to any unclear points for the supplier or the project team.
- Performs other duties as directed by project procurement lead.

Others

- Employment Contract Term : 1 year
- Hybrid Work (on-site 60%, WFH 40%)

Required Skills

EDUCATION, BEHAVIOURAL COMPETENCIES AND SKILLS

- Bachelor's degree or equivalent
- 2 years' experience in procurement, preferable capex procurement projects.
- Knowledge of contracts, ability to negotiate clauses with Takeda legal and suppliers.
- Knowledge of procurement activities
- Strong collaboration and negotiation skills
- Strong prioritization skills needed, candidate will be working on multiple packages, and it is a must that this individual does not get overwhelmed but can prioritize and execute daily duties.
- Language abilities in English and Japanese a must. (TOEIC 700 or above & JLPT N2 or above)
- Understand documentation requirements for procurement projects.
- Good Microsoft excel skills for procurement data management.

Company Description