



【Buyer】 Global Leader in the Energy Sector

Job Information

Recruiter

SPOTTED K.K.

Job ID

1543885

Industry

Electric Power, Gas, Water

Company Type

Large Company (more than 300 employees)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6.5 million yen ~ 8.5 million yen

Refreshed

September 1st, 2025 04:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Buyer

A leading energy and infrastructure company is looking for a motivated and detail-oriented **Buyer**.

This role will focus on managing the end-to-end procurement process, working with suppliers, and coordinating internally to support project delivery.

Key Responsibilities:**Supplier Management**

- Identify, evaluate, and register new suppliers
- Monitor supplier performance and support improvements

Sourcing & Contracting

- Negotiate pricing and terms for direct materials
- Support contract and agreement reviews

Procurement Operations

- Issue RFQs and collect competitive bids
- Evaluate cost, delivery, and technical fit
- Coordinate with teams to finalize supplier selection and place POs

Project Support

- Support procurement activities during tender and project execution phases
- Help manage delivery timelines and project costs

Delivery & Logistics

- Track supplier schedules and production status
- Ensure on-time shipments
- Arrange transport and customs, and handle any logistics issues

Internal Coordination

- Work closely with engineering, quality, SCM, and project teams
- Respond to internal procurement-related requests

Required Skills**Requirements:**

- 5+ years of procurement experience in direct materials (preferably in manufacturing, energy, or infrastructure)
- Strong knowledge of sourcing, pricing, and procurement contracts
- Experience with RFQs, quotation analysis, and PO processing
- Proven negotiation skills with suppliers
- Understanding of Japanese business culture and communication
- Business-level Japanese (JLPT N1) and Business English (TOEIC 700+)

Company Description