

**【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

August 4th, 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