



## Procurement Specialist

### Job Information

**Recruiter**

[Cornerstone Recruitment Japan K.K.](#)

**Hiring Company**

Global Education Company

**Job ID**

1546590

**Division**

Procurement

**Industry**

Education

**Company Type**

International Company

**Non-Japanese Ratio**

About half Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Shibuya-ku

**Salary**

4 million yen ~ 5 million yen

**Refreshed**

December 31st, 2025 03:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### PROCUREMENT SPECIALIST

We are now looking for an **entrepreneurial negotiator with a nothing is impossible attitude** to join our Procurement team in our dynamic and multi-national Ops team in Tokyo.

As a part of the Procurement team, your responsibility will be procuring cost-effective and qualitative services and solutions for **hotel, transportation and meals** - all while keeping our customer's experience at the forefront.

**What you will do:**

- Procurement, Negotiation & Contracting – leading negotiations of pricing and commercial terms for the assigned categories, geographies, and suppliers, while also scouting the market for potential new suppliers
- Cost and Quality Management – meeting cost and process efficiency targets by giving access to favorable pricing and conditions whilst maintaining a high standard of quality and customer satisfaction
- Inventory Management – analyze, procure, and process adequate inventory levels to meet forecasted demand
- Strategy & Execution– actively participating in setting and delivering on mid to long term strategic direction and supplier segmentation for the area of responsibility
- Category Management – implementation of a category management approach, continuous expansion of know-how for the assigned categories and geographical regions
- Supplier Relationship Management – manage relationships with current and potential supply base through the implementation of a SRM approach
- Risk and Safety Management – proactively manage and monitor potential risk exposure and safety concerns
- Budget and Cash Flow Management – continuously monitor, project, and deliver on costs according to a set plan, while also participating in the budget processes as part of the budget cycles
- Technology – contribute to the development of technology solutions and the continuous improvement of current tools and processes
- Market Knowledge, Trends and Innovation – being on the forefront of the supply market by consistently networking and researching within the industry, as well as gaining market insight into evolving trends in spend categories and geographies with a focus on bringing innovation

Travelling is required for up to 40% of the time depending on the season, in order to be on the road learning the market, cultivating relationship with suppliers, and securing business agreements

**Objectives for this role:**

- Analyze, procure, and process adequate inventory levels to meet forecasted demand, all while monitoring, projecting, and delivering on costs according to a set a plan
- Articulate and execute on a multi-year procurement strategy by applying supplier segmentation for the area of responsibility internally and externally define our value proposition to suppliers.
- Manage supplier relationships and lead negotiations of pricing and commercial terms for assigned categories, geographies, and suppliers, all while meeting cost, quality, safety, and process efficiency requirements.

**You:**

- Strong communication, negotiation skills and cultural awareness
- Strategic mindset whilst actively engaged to run day-to-day priorities
- Strong and proven analytical skills
- Agile and open-minded team player, with a solution oriented, innovative, and driven mentality
- Entrepreneurial spirit and sense of ownership
- Relationship builder and networker
- Comfortable in a fast-paced, dynamic environment
- 1-3 years' experience in procurement, Hospitality, or Tourism preferred
- Interest and network in these fields is a bonus
- Bachelor's degree or equivalent, preferably in business, economics, or tourism

Fluent in Japanese and English

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**Company Description**