



PR/123087 | Procurement Staff

Job Information

Recruiter[JAC Recruitment Indonesia](#)**Job ID**

1552025

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

July 15th, 2025 10:49

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

Our client is looking for a **Procurement Staff**, that will be instrumental in managing procurement and import procedures, as well as overseeing inventory control. Your expertise will be vital in maintaining a seamless and compliant supply chain.

Key Responsibilities:

- Manage purchasing activities and coordinate with suppliers, both domestically and internationally.
- Prepare and process essential import paperwork, such as PIB, HS Code, COO, and more.
- Liaise effectively with customs agents, shipping companies, and logistics partners.
- Monitor inventory stock, perform regular inventory checks, and maintain accurate records.
- Ensure strict compliance with all Indonesian import regulations.

Qualifications:

- 3-5 years of experience in procurement, logistics, or supply chain management, preferably from IT/Networking Industry.
- Must be familiar with Indonesian customs clearance procedures and documentation.
- Proficient in using ERP systems and other operational software.
- Fluent in English (Business settings), able to communicate in Japanese will be a plus.
- Experience working in Japanese company is preferred.
- Ability to effectively manage multiple vendors and meet tight deadlines.
- Solid understanding of Incoterms and international trade terms.

#LI-JACID

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Company Description