

MichaelPage

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Major Foreign Accounting Firm - Indirect Procurement Manager

Indirect Procurement Manager

Job Information

Recruiter[Michael Page](#)**Job ID**

1560127

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

8 million yen ~ 12 million yen

Refreshed

October 1st, 2025 17:33

General Requirements

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

The Indirect Procurement Manager will lead indirect sourcing activities across diverse categories (e.g., Travel, Talent, IT, Facility), manage procurement systems (Ariba), and drive sourcing strategies in collaboration with global and local stakeholders. This role combines strategic sourcing leadership with hands-on operational excellence in a hybrid work environment.

Client Details

This company is a globally recognized professional services group with a strong presence in Japan, providing management, corporate, and shared services functions to support group-wide operations. Known for innovation, diversity, and excellence, the company enables its people to build long-term, sustainable careers in a highly inclusive and flexible workplace.

Description

Manage and oversee the procurement function (system, processes, governance).
Take ownership of the Ariba procurement system, ensuring smooth operation and compliance.
Lead and execute sourcing activities and strategies for indirect categories such as Travel, Talent, IT, and Facility.
Collaborate closely with local business units and global procurement teams to optimize cost, quality, and efficiency.
Provide leadership in indirect procurement initiatives while preparing for potential group leadership responsibilities.

Support organizational performance through continuous process improvements and supplier relationship management.

Job Offer

Career Growth: A clear pathway to leadership within the procurement group, with opportunities to influence sourcing strategy across a global network.

Hybrid Workstyle: Flexible working arrangements (at least 2 days in the office per week) enabling both collaboration and autonomy.

Global Collaboration: Regular interaction with global procurement teams, exposure to international projects, and the chance to build a truly global career.

Long-term Security: Retirement plans, corporate pensions, insurance coverage, and robust health and wellness programs.

Learning & Development: Opportunities for skill building, leadership development, and access to advanced procurement technologies like Ariba.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Kento Horimai on +81 366 276 062.

Required Skills

Brings 5+ years of indirect procurement experience in a multinational or globally expanding company.

Skilled in sourcing strategy, supplier negotiation, and cross-functional collaboration.

Fluent in Japanese with strong English communication skills (TOEIC 700+).

Experienced in using procurement systems (ideally Ariba) and comfortable with data-driven decision-making.

A proactive, strategic thinker with the ability to step into future leadership roles.

Flexible, collaborative, and capable of thriving in a hybrid, multicultural environment.

Company Description

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