



## Procurement Staff/調達スタッフ

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### Job Information

#### Hiring Company

[Okinawa Institute of Science and Technology Graduate University](#)

#### Subsidiary

沖縄科学技術大学院大学

#### Job ID

1561054

#### Industry

Other (Education)

#### Company Type

Large Company (more than 300 employees)

#### Non-Japanese Ratio

Majority Non-Japanese

#### Job Type

Permanent Full-time

#### Location

Okinawa Prefecture, Kunigami-gun Onnason

#### Salary

Negotiable, based on experience

#### Work Hours

所定労働時間：9:00 - 17:30 フレックス制（コアタイム10:00-15:00）実働7.5時間×月間労働日数

#### Holidays

年次有給休暇、夏季休暇、傷病休暇、年末年始休暇、慶弔休暇、産休/育休完備など

#### Refreshed

April 1st, 2026 00:00

### General Requirements

#### Minimum Experience Level

Over 6 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level (Amount Used: English usage about 50%)

#### Minimum Japanese Level

Business Level

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

No permission to work in Japan required

### Job Description

The Procurement Staff, reporting to the Senior Manager of Procurement and Supplies Section, will be responsible for the

procurement of goods, construction and facility-related contracts and services and related duties.

The Procurement and Supplies Section of the Financial Management Division is responsible for the procurement of goods and services such as research equipment, materials, and office supplies. As a university that receives most of its operating funds from public sources, we are accountable to the taxpayers, so we work hard every day to ensure that our procurement processes are efficient and timely, in addition to complying with laws, regulations, and rules, as befits a world-class university.

#### Responsibilities:

1. Confirmation of purchase requests, placing orders with vendors, contract decisions (including handling of English contract documents)
2. A series of administrative procedures related to competitive bidding, non-competitive contracting and includes handling of contracts in English
3. Responding to accounting inspections and various audits, and preparing reports related to procurement
4. Maintenance and revision of procurement-related rules and regulations
5. Management and operation of electronic bidding system
6. Operation and input of accounting system
7. Management and operation of the university's insurance program
8. Other related work

In the future, the successful candidate will be transferred to a budget or accounting related position within the Financial Management Division.

調達スタッフは、調達セクションシニアマネジャーの指揮下で、物品調達、建設・施設関連の契約及びサービスの調達と関連業務を担当します。

財務ディビジョン調達セクションは、研究機器、資材、事務用品などの物品・サービスの調達を所掌しています。運営資金の大半を公的資金から得ている大学として、私たちは納税者に対して説明責任を負っており、世界トップクラスの大学にふさわしく、法令・規則の遵守はもとより、効率的で迅速な調達プロセスを確保するために、日々努力しています。

#### 職務内容：

1. 購買依頼の確認、業者への発注、契約決定（英文契約書類の取扱いを含む。）
2. 競争入札、非競争契約に関する一連の事務手続き（英文契約書の取扱いを含む。）
3. 会計検査及び各種監査への対応、調達に関する報告書の作成
4. 調達関連の規程等の整備・改定
5. 電子入札システムの管理・運用
6. 会計システムの運用・入力
7. 学内保険制度の管理・運営
8. その他関連業務

#### Required Skills

##### (Required)

1. At least 5 years of experience in procurement or accounting
2. Experience in handling ERP (integrated business system)
3. Excellent interpersonal and communication skills in Japanese and English, and the ability to handle tasks accurately and quickly
4. Intermediate computer skills (Microsoft Office, etc.)
5. Business level English skills (TOEIC 700 approx.)

##### (Preferred)

1. Experience in bidding
2. Experience in public procurement

##### (必須)

1. 5年以上の調達または経理の業務経験
2. ERP（統合業務システム）の取り扱い経験
3. 日本語、英語での優れた対人能力、コミュニケーション能力、正確かつ迅速な業務処理能力
4. 中級程度のパソコンスキル（Microsoft Office, etc.）
5. ビジネスレベルの英語力（TOEIC700点程度）

##### (尚可)

1. 入札経験
2. 公共調達の経験

