



PR/095340 | Senior Purchasing Staff

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1564987

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 9th, 2025 05:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location

Hanoi

Company and Job Overview

Our client a Real estate investment and development company

Job Responsibilities

- Lead procurement for office building and shopping center operations and handle administrative processes.
- Manage vendor selection, negotiations, and contract/PO execution for MEP systems, facility services, and OPEX/CAPEX materials.
- Build and maintain vendor base; run RFQ/e-bidding and ensure compliance with company policies.
- Prepare purchase orders, track deliveries, and resolve supply issues promptly.
- Coordinate with internal teams and subcontractors (cleaning, security, maintenance) to ensure smooth operations.
- Support property management team in procurement strategy and cost optimization.

- Conduct supplier audits and ensure compliance with EHS/PCCC and insurance requirements.
- Other tasks as assigned.

Job Requirements

- 5–8 years of procurement experience, including 3+ years in office building/shopping center/FM/MEP categories.
- Strong English communication
- Ability to read technical drawings/specs.
- Proficient in Excel and familiar with ERP systems (SAP, Oracle, Bravo, MISA).
- Bachelor's degree in Engineering, Supply Chain, or related field.
- Strong negotiation skills, independent, and detail-oriented.

Benefit

- Competitive salary and attractive benefits package
- Working Days: Monday – Friday
- Working hours: Weekdays 8:00-17:00 (Lunch break 12:00-13:00)
- Work from home policy included

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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Company Description