



PR/087094 | Operation Procurement Coordinator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1569778

Industry

Retail

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 13:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

The Operations Procurement Coordinator plays a key role in managing the purchasing and delivery of goods for resale, ensuring all items are manufactured and delivered on time to meet scheduled release dates. This position supports project planning, vendor coordination, and logistics management, while maintaining accurate inventory and ERP records. The role requires strong organizational skills, attention to detail, and the ability to collaborate across teams to ensure smooth operations and adherence to company standards.

RESPONSIBILITIES

- Procurement & Purchasing:** Manage purchasing of goods for resale, ensuring timely manufacturing and delivery to meet release schedules.
- Project Planning & Coordination:** Assist with project planning, obtain quotes, and coordinate manufacturing and logistics schedules to meet deadlines.

- **Vendor & Logistics Management:** Oversee vendor interactions, design file submissions, and proofing processes; resolve delivery delays and track shipments accurately.
- **Inventory & ERP Management:** Maintain accurate inventory records in ERP systems, monitor stock levels, and reconcile discrepancies.
- **Sales Order Processing:** Enter customer orders into ERP, update order status, and ensure timely fulfillment.
- **Cross-functional Support:** Collaborate with internal teams and external partners to maintain smooth operations and adherence to company standards.

QUALIFICATIONS

- Minimum 1 year of experience in procurement and ERP systems
- Proficiency in Microsoft Word, Excel, and Google Workspace
- Strong written and verbal communication skills in English
- Ability to manage multiple priorities and meet deadlines
- Excellent problem-solving and analytical skills
- Strong negotiation and time management abilities

PREFERRED

- Bachelor's degree in Business, Supply Chain Management, or related field
- Professional certifications (e.g., CSCP, CPIM, CIPS)
- Knowledge of import/export processes, customs, VAT, and Incoterms
- Familiarity with consumer electronics or gaming products
- Experience in a fast-paced, multicultural environment

SALARY USD 60,000-67,000

LOCATION Santa Ana, CA

WORK STYLE Hybrid (3 times/week in the office)

BENEFITS

- Health, Dental & Vision
- 401(k) plan
- Paid holidays & sick leave
- Discretional Year-end bonus (TBD) may be available

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Company Description