



## Procurement Contract Representative at Global Manufacturer

### Job Information

**Recruiter**

[en world Japan K.K](#)

**Job ID**

1584196

**Industry**

Chemical, Raw Materials

**Job Type**

Contract

**Location**

Tokyo - 23 Wards, Chuo-ku

**Salary**

6 million yen ~ 8 million yen

**Refreshed**

July 3rd, 2026 01:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 25%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

A leading global oil and energy company headquartered in the Middle East. Founded in the early 20th century, the organization has grown into one of the world's largest integrated energy and chemicals enterprises, with operations that include exploration, production, refining, distribution, and international commerce.

The company holds some of the world's largest conventional crude oil reserves and is one of the highest-volume daily producers of crude oil and natural gas. It also plays a key role in the global energy market and is investing in new technologies, low-carbon solutions, and long-term sustainability initiatives as part of a broader national economic diversification strategy.

If you want to grow your career in a global business setting, this is a great place to deepen your procurement and contracting skills. Candidates with experience in procurement, contract operations, or vendor management are especially encouraged to apply!

**Job Title: Contracting Representative****Responsibilities**

- Manage procurement and contracting operations at the Tokyo office of a major Middle Eastern oil and energy company
- Handle procurement transactions and contract administration for goods and services required by the company
- Oversee related documentation, compliance, and operational workflows
- Participate in task force activities to improve contract and procurement processes

#### Conditions

- Office location: Central Tokyo
  - Working hours: 9:00–17:30 (flexible start between 8:00 and 10:00)
  - Work from home: Office attendance in the beginning
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#### Required Skills

##### Must-haves

- Experience in procurement, purchasing operations, or contract administration
  - Business-level English communication skills
  - Strong attention to detail and accuracy in handling documents
  - Ability to manage multiple tasks and deadlines
  - Proficiency with MS Office (Excel, Word, Outlook)
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#### Company Description