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
November 20th, 2026 04:00

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 Level

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

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)

Company Description