



PR/123707 | Purchasing Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1586491

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 09:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Requirements:

- Minimum 2 years of experience in purchasing.
- Can work under pressure.
- Speaks English well.

Responsibilities:

- Issuing purchase orders to suppliers based on customer's forecast and stock consideration.
- Control and ensure that the stock parts in the warehouse are in accordance with the warehouse stock for monthly closing.

- Compiling delivery note and invoice from suppliers, input for receive note on MFG, submitting to FA.
- Share FC and PO to KGI Supplier, especially to supplier with long lead time and material issue.
- Coordinating with Logistic Provider to handle the incoming parts accordingly from domestic suppliers.
- Receiving and compiling forecast update from sales team.
- Creating and inputting PO on MFG system.
- Maintaining and updating purchase order on purchase control table (excel).
- Issue and send Purchase Orders (POs) to designated suppliers.
- Follow up and communicate directly with suppliers regarding order delivery status and document completeness.
- Independently update the order status on the purchase control table (excel).
- Coordinate directly with the Warehouse/Logistics (HHL) team for a smooth goods receiving process.
- Submit complete purchasing documents (Invoice, Delivery Note, Tax Invoice) to the Finance & Accounting (FA) department.

Only shortlisted CVs will be contacted.

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Company Description