



## 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**

June 9th, 2026 10:01

### 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.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.id/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.id/terms-of-use>

---

## Company Description