



## Purchasing Manager|Global Food Company|Hybrid work

### Job Information

**Hiring Company**

Griffith Foods K.K.

**Job ID**

1597132

**Industry**

Food and Beverage

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Non-Japanese Ratio**

(Almost) All Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Minato-ku

**Train Description**

Yamanote Line, Shinagawa Station

**Salary**

Negotiable, based on experience ~ 12 million yen

**Work Hours**

09:00 ~ 17:30 (休憩時間 1時間) ※フレックス制度あり(コアタイム無し)

**Holidays**

完全週休2日制(土日祝)

**Refreshed**

June 24th, 2026 06:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**«Job Description & Position Highlights»**

- A position responsible for developing food ingredient procurement strategies, managing suppliers, and leading a team

- A highly rewarding environment where you can collaborate with domestic and international stakeholders to drive procurement strategies and cost improvements
- An opportunity to contribute to building a global supply chain centered on sustainability and food safety
- An international environment where you'll collaborate with the overseas headquarters and play a key role in the procurement department with significant autonomy

#### 【Job Responsibilities】

The candidate will have responsibility for multiple ingredient categories with primary responsibility for managing and developing 1 - 2 Purchasing Agents/Buyers. The candidate will be responsible to manage cost, supplier compliance to food safety and business requirement, sustainability requirements. Additional responsibilities will include developing and managing supplier relationships in conjunction with internal/external stakeholders (Manufacturing, Quality Assurance, Research & Development, Finance, Sustainability and Customer Service).

- Manage and develop direct reports.
- Negotiate and manage strategic contracts that include an emphasis on quality, service, and continuous improvement.
- Develop and manage the budgetary process for assigned categories.
- This person will also lead and/or support cross-functional teams that impact Griffith's Strategic Positioning. They will also work closely with several internal stakeholders to ensure an optimized cost of use for their category responsibilities.
- Manage, update as necessary function procedures, ensure followed. Support Internal, customer or others audit representing the function successfully.
- Communicate with internal and external stakeholders on raw material issues and major pricing variances to the Operating Plan.
- Drive process solutions and have strong project management skills.
- Supplier Relationship Management (SRM): Oversight of Key Quarterly Supplier meetings, supplier audit process and rating of suppliers, and lead the Food Safety efforts for the Purchasing department. Develop partnerships with the supply community.
- Purchase and manage other ingredient categories as required.
- Develop and execute supplier and/or category strategies. Lead or assist in negotiating strategic contracts for Griffith Foods Japan and/or Global Griffith entities.
- Lower the cost of use for raw material category responsibilities through continuous improvement and other cost savings projects.
- Develop a detailed working knowledge of the ERP system and maintain requirements as it pertains to the Purchasing team and its internal and external customers/suppliers.
- Ensure purchase orders are completed in accordance with established policies, procedures, and contract terms (i.e., price, time, freight, etc.).
- Proactively communicate supply chain issues to proper internal and external channels and coordinate solution implementation.
- Customer interaction, along with direct reports, to facilitate market recommendations or as an information source.
- Purchasing representative/lead on several cross-functional projects.
- Apply legal and ethical behavior to negotiations and supplier relationships.
- Discuss requirement, programs with suppliers on supplier code of conduct, Sustainability Certification of supplier manufacturing sites,
- Sustainability certification of crops by suppliers potentially leading regenerative agriculture
- Ability to step into the Director of Purchasing role as necessary.

< Reports To >

Regional Purchasing Director – Asia Pacific and operational reporting into MD – Japan

# of Direct Reports: 2

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#### 【雇用形態】

正社員

※試用期間あり、3ヶ月

#### 【給与】

※表記年収は目安であり、スキル・経験を考慮の上決定いたします。選考を通じて上下する可能性があります。

年収：～1200万円（インセンティブ含む）

※勤務条件の詳細、空欄についてはご入社前に雇用主にご確認ください。

■残業手当：通常の残業代

■昇給：年1回（1月）

■賞与・インセンティブ：12分割+【100%達成時インセンティブ25%】（上記年収はインセンティブ込み）

（給与例）

月例給与：625,000円（基本給）×12ヶ月 = 7,500,000円

年次インセンティブ例（営業目標達成率100%時の標準支給額例）：1,900,000円

※年次インセンティブは毎年12月に、前年度の評価に基づき一括支給

#### 【就業時間】

09:00～17:30（休憩時間1時間）

■フレックス制度あり（コアタイム無し）

■残業：月20時間～30時間程度

※同社では、コアタイムなしのフレックス制を導入しており、ご自身の業務に合わせて効率よく就業いただいております。

#### 【勤務地】

〒108-0075 東京都港区港南2-13-31 NSSビル

（勤務地変更範囲：会社の定める事業所）

■アクセス：各線品川駅から徒歩10分

■受動喫煙対策：就業場所 全面禁煙

・東京オフィス：オフィス内全面禁煙

- ・静岡工場：工場内全面禁煙（場外の一部（駐車場の一部分）では喫煙可）
- 転勤・出向：無し

#### 【休日休暇】

- ・年間休日 122 日
- ・完全週休二日制（土日祝）
- ・夏季休暇
- ・年末年始
- ・バースデー休暇
- ・その他慶弔休暇あり
- ・年間有給休暇（初年度 10日、4か月目から）

#### 【待遇・福利厚生】

- ・交通費全額支給
- ・社会保険（健康保険、厚生年金、雇用保険、労災保険）
- ・401K企業年金(退職金制度)

## Required Skills

#### 【Requirements】

- ・ Bachelor's degree in Commerce, Finance, Accounting, Food Science or a related field
- ・ Knowledge of Food safety Certification Programs such as HACCP and GFSI equivalent certification programs in the view of purchasing and supplier expectation
- ・ Category management knowledge, certification a plus
- ・ Knowledge of sustainability in topics such as sustainability requirements, sustainable certification of crops.
- ・ Knowledge of regenerative agriculture a plus
- ・ Solid understanding of the food industry and its requirements in an international context.
- ・ Experience working with cross -functional teams, stakeholders, and suppliers.
- ・ Experience in supplier evaluation and management processes
- ・ Experience of sustainable supply chain requirements such as supplier code of conduct, Sustainability Certification of suppliers, Certified sustainable supply chain.

#### < Leadership >

- ・ This role is represents the function and a business leader at BU leadership team requiring sufficient business acumen, presentation and communication skills
- ・ This role may require to represent the organization in external stakeholder's role on sustainability supply chain requirements.

#### < Problem Solving >

- ・ Evaluate local, regional and global requirements working with different stakeholders to determine best course of action to develop a competitive and responsive supply chain meeting Griffith Foods objectives and meeting customers requirements in a timely manner.

#### < Important Skills >

- ・ Communicate gaps and negotiate timelines for corrective actions.
- ・ Lead meetings, follow up on outstanding issues, and present findings to internal and external stakeholders.
- ・ Build rapport, influence outcomes, and deliver clear reports and presentations.
- ・ Ability to converse and write in English proficiently.

#### 【Preferred Education】

- ・ Food Science , Food manufacturing or related fields

#### 【Preferred Experience】

- ・ Minimum 10 years of work experience; Food or Beverage Purchasing a big plus
- ・ Experience working in a foreign multinational and matrixed organization structure a must 6 to 8 years of Purchasing supervisory experience
- ・ In-depth understanding of MRP/ERP systems
- ・ Proven negotiation experience
- ・ Contract development and management
- ・ Supplier Relationship Management program development and execution
- ・ Global sourcing a plus
- ・ Commodity Risk Management a plus
- ・ Cross functional project management
- ・ Proven cost savings background

#### 【10 competencies from the Korn Ferry competency model】

- ・ Make Sound Decisions
- ・ Think Creatively
- ・ Meet Customer Needs
- ・ Build Realistic Plans
- ・ Manage Execution

- Show Drive and Initiative
- Promote Teamwork
- Foster Open Communications
- Establish Relationships
- Show Adaptability

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## Company Description