

「プロだからわかる、あなたのスキルが活躍の場所」  
60以上の業界・職種に特化した専門チームがサポート

Robert—  
—Walters

## 【英語を活かす】間接調達担当スタッフ/ Indirect Procurement Staff

化粧品会社にて、間接調達担当スタッフの求人がございます。

### Job Information

**Recruiter**

Robert Walters Japan (ロバート・ウォルターズ)

**Hiring Company**

化粧品会社

**Job ID**

1597517

**Industry**

Daily Necessities, Cosmetics

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

6 million yen ~ 8 million yen

**Holidays**

完全週休2日制, 土日祝日休み, 有給休暇

**Refreshed**

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### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

A renowned cosmetics company is looking for an Indirect Procurement Staff. The selected candidate will manage indirect purchasing strategies, supplier activities, process improvements, and compliance across key business divisions. This is a hybrid role.

This company is a respected name in cosmetics and beauty products in addition to being very active in various research fields. With tens of thousands of employees around the world, this company is firmly established as an industry leader.

**Keywords:**

サプライチェーン, 物流, ロジスティクス, 求人, 外資系

Job Ref: RF8HCM

**Responsibilities:**

- Build trusted relationships with business divisions as the main contact for purchasing matters
- Develop division-specific procurement strategies aligned with business goals
- Manage sourcing and bidding across indirect categories such as marketing, POS, digital, IT, HR, and scientific services
- Identify spend consolidation opportunities and cross-category synergies
- Lead strategic projects, supplier events, and supplier integration activities when required
- Validate purchase orders, improve procurement processes, and ensure compliance with group policies

**Requirements:**

- Experience as a buyer in indirect areas (marketing, promotion, POS, digital, scientific services, or HR services)
- Skilled in analysing complex data to generate actionable insights
- Business level written and spoken Japanese and English (TOEIC 750+)

**Preferred requirements:**

- Experience in an international company (FMCG or luxury industry is ideal)
- Prior experience with procurement systems such as SRM, Ariba, or SAP

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**Company Description**

We've been a driving force in the Japanese bilingual recruitment market, providing high quality candidates for our clients and access to the best jobs for over 20 years. We operate a team-based profit share system which, we believe, sets us apart from the majority of competitors by enabling us to always put the interests of our clients and candidates first. That means we can find the best fit for employer and job seeker, and we never push people into unsuitable roles.