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JAC Recruitment Indonesia

PR/123948 | Purchasing Staff

Job Information

Recruiter

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Job ID

1604836

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

August 11th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

1. Purchasing Scope

- Monitor raw material availability with PPIC and R&D teams.
- Source, negotiate, and compare pricing/contracts with suppliers.
- Conduct periodic performance evaluations of suppliers.

1. Delivery Scope

- Schedule customer deliveries and book transport fleets.
- Coordinate with Sales, QC, and Warehouse teams for order fulfillment.

- Track shipments and control stock in third-party cold storage.

1. Administration Scope

- Input POs and purchases into company systems.
- Manage compliance documents.
- Conduct monthly stock counts (stock opname) and process new supplier registrations.

Requirements:

- Experienced as a Purchasing Staff in manufacturing company.
- Willing to work in Karawang.

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Company Description