



PR/123953 | Procurement Admin

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1604838

Industry

Other (Trade)

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

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

Procurement Administration

- Create and process Purchase Requisitions (PRs) and Purchase Orders (POs).
- Monitor purchase order status and follow up with suppliers regarding order fulfillment.
- Maintain accurate procurement records, contracts, and supplier documentation.
- Update procurement databases, vendor lists, and tracking systems.
- Assist in obtaining quotations from suppliers and support bid evaluations.

Supplier Coordination

- Communicate with suppliers regarding quotations, delivery schedules, and order confirmations.
- Coordinate with vendors to resolve issues related to orders, deliveries, invoices, and documentation.
- Assist in supplier onboarding and vendor registration processes.

- Maintain positive supplier relationships and ensure timely responses to inquiries.

Documentation & Compliance

- Ensure procurement documentation is complete, accurate, and properly filed.
- Verify vendor invoices against purchase orders and delivery records.
- Support contract administration and renewal tracking.
- Ensure procurement activities comply with company policies and procedures.

Reporting & Monitoring

- Prepare procurement reports, spending summaries, and purchasing analytics as required.
- Track procurement KPIs, delivery performance, and procurement timelines.
- Assist in budget monitoring and expenditure tracking.
- Generate regular reports for management review.

Cross-Functional Support

- Collaborate with Finance, Operations, Warehouse, and other departments regarding procurement requirements.
- Coordinate goods receipt and delivery status updates.
- Support procurement projects and process improvement initiatives.

QualificationsEducation

- Diploma or Bachelor's Degree in Business Administration, Supply Chain Management, Procurement, Logistics, Finance, or a related field.

Experience

- 1-3 years of experience in procurement, purchasing, administrative, or supply chain roles preferred.
- Fresh graduates with relevant internships may also be considered.

Skills and Competencies

- Strong organizational and administrative skills.
- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Experience with ERP systems (SAP, Oracle, Microsoft Dynamics, or similar) is an advantage.
- Ability to manage multiple tasks and meet deadlines.
- Strong record-keeping and documentation management skills.
- Basic knowledge of procurement processes and supplier management.

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Company Description