Local Procurement Manager

≪ドイツ本社≫ヨーロッパにおける大手フィルターメーカー

Job Information

Hiring Company
MANN+HUMMEL WAKO CO., LTD.

Job ID
1609260

Industry
Automobile and Parts

Company Type
International Company

Job Type
Permanent Full-time

Location
Kanagawa Prefecture

Salary
6 million yen ~ 8 million yen

Work Hours
月曜日 ~ 金曜日：9時 ~ 18時（休憩60分）※フレックスタイム制度あり

Holidays
完全週休2日制（土日祝）

Refreshed
November 25th, 2026 02:00

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

≪Job Description & Position Highlights≫

- Responsibilities include procurement, supplier selection, price negotiations, and purchasing process management, with a focus on indirect materials
- The rewarding opportunity to collaborate with global teams to drive cost reductions and improve procurement processes

- An environment at a global company headquartered in Germany where you can utilize English while contributing to procurement strategy and digital transformation
- Annual salary of 6 million to 8 million yen, flexible work hours, one day of remote work per week, and a comfortable work environment with no relocation required

【Job Responsibilities】
< Team Job Summary >
The Purchaser is responsible for managing local procurement activities with a primary focus on Indirect Procurement (90%) and providing support for Direct Procurement (10%).
Process Standardization and system management for Direct / Indirect materials:

- Maverick Buying Control
- Purchasing of e-Auction / e-Procurement, Freight, Tooling, Equipment, Contract Management/SAP ordering process
- Sub-Contractor, Canteen Service, Others

The successful candidate will collaborate closely with local, regional, and global teams to drive procurement excellence, deliver savings, improve procurement processes, and ensure high levels of internal customer satisfaction. Knowledge to communicate in English is Mandatory.

< Main Accountabilities >
1．Procurement Management:

- RFQ Execution, Supplier Selection, Quote Evaluation and Negotiation for Indirect materials
- PO Approval and Management for Indirect Procurement
- New Purchase Requisition Workflow Set-up and Global Communication
- Capex project execution and contract management within the system
- Process digitalization Initiatives
- Support for Category managers

2．Material Saving:

- Cost Reduction for Indirect Materials (Re-Nego, Bonus, One off Saving)
- Ratio C Management and Reporting

3．E-Proc:

- E-CAT Update & Management

4．Marverick Buying:

- Management and Reporting of Process violations (Including internal training)

5．Supplier Management:

- Supplier Panel / reduction activity / Consolidation Initiatives
- New Supplier Registration
- Mandatory supplier contract management
- Spend Analysis
- CoC (Cod of Conduct) and Compliance management

< Key Performance Indicators / Key Result Areas >

- Direct / Indirect material Saving (Re-Nego & Bonus, One-off Saving)
- E-Auction / E-Proc Ratio / Maverick Buying Target figures

< Internal & External Working Relationships >
Cross-functional collaboration within MHJP and with other global stakeholders

< Reports To >
Director, Procurement AMEA

< Direct Reports >
N/A

【Employment Type】
正社員

【Salary】
6,000,000~8,000,000円

【Working Hours】
月曜日 ~ 金曜日：9時 ~ 18時（休憩60分）
※フレックスタイム制度あり

【Work Location】
Yokohama
■転勤：なし
■在宅勤務：週1日

【Holidays & Leave】

- 完全週休2日制（土日祝）
- 年末年始
- 有給休暇
- 慶弔休暇
- 看護・介護休暇
- 傷病休暇

【Benefits & Welfare】

- 退職金制度あり
- 社会保険等加入

Required Skills

【Required Qualifications】

- 5+ years of professional experience in procurement or purchasing
- Business-level English proficiency (English is used for communication with supervisors and in internal systems)

Company Description