

PR/087618 | Japanese / Chinese Bilingual Purchasing Assistant

Job Information

Recruiter
JAC Recruitment USA

Job ID
1609852

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 15:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION SUMMARY

A food trading company is seeking a Purchasing Assistant to support purchasing, inventory management, and supplier coordination. This role works closely with vendors, warehouse staff, and internal teams to ensure efficient operations and timely product availability.

RESPONSIBILITIES

- Manage purchasing activities, inventory planning, and order fulfillment to ensure product availability.
- Coordinate shipments and work closely with vendors, warehouses, and internal teams to resolve logistics issues.
- Respond to inquiries regarding products, inventory, shipping schedules, and order status.
- Support inventory management, quality control, and food safety-related activities.

- Assist with supplier development, product research, and procurement negotiations.
- Collaborate with Sales and Operations teams to support customer needs and business growth.
- Perform other duties and special projects as assigned.

QUALIFICATIONS

- Business-level English required
- Business-level Japanese or Chinese required
- Bachelor's degree required; Business-related major preferred
- 1+ year of purchasing or procurement experience preferred
- Positive attitude and strong teamwork skills
- Able to work independently and adapt to changing priorities

SALARY USD 22.00 - 26.00/Hour (DOE)

LOCATION Houston, TX

WORK STYLE Onsite

BENEFITS

- All paid Health, Dental, and Vision Insurance for employees and their dependents.
- Life Insurance and 401k Plan with company match
- Paid vacation and holidays

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Company Description