



PR/087645 | Purchasing Associate

Job Information

Recruiter

JAC Recruitment USA

Job ID

1612872

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 07:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A food company is seeking a Purchasing Associate to support daily purchasing and inventory operations. Responsibilities include purchase order processing, supplier communication, inventory monitoring, data entry, and administrative support. This position works closely with purchasing, warehouse, and operations teams to ensure product availability and efficient supply chain operations.

RESPONSIBILITIES

- Support purchasing and inventory operations by preparing purchase orders and coordinating with internal teams.
- Work closely with suppliers, warehouses, and logistics partners to ensure timely product delivery and inventory availability.
- Manage vendor communications, pricing updates, shipment tracking, and order issue resolution.

- Assist with import and customs-related processes, including coordination with customs brokers and overseas vendors.
- Maintain procurement records, inventory data, and operational reports to support business decisions.
- Participate in inventory counts, process improvements, and other supply chain-related projects as needed.

QUALIFICATIONS

- Associate's or Bachelor's degree in Business, Supply Chain, Logistics, or a related field preferred
- 1+ year of experience in purchasing, procurement, inventory control, logistics, customer service, or administrative support preferred
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office, particularly Excel; ERP or order management system experience is a plus
- Excellent communication and interpersonal skills with the ability to work effectively with suppliers, warehouse teams, and internal departments
- Detail-oriented with strong problem-solving skills and the ability to follow through on tasks independently
- Bilingual English/Japanese or English/Chinese skills are a plus

SALARY USD \$20-24/HR

LOCATION Honolulu, HI

WORKING HOURS Monday - Friday 8:00 AM to 5:00 PM

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

#LI-JACUS #LI-US #countryUS

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Company Description