Freight Procurement Manager / プロキュアメントマネージャー (フォワーダー・航空・海運)

Job Information

Recruiter
Advisory Group K.K.

Job ID
1612886

Industry
Logistics, Storage

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
Majority Japanese

Job Type
Permanent Full-time

Location
Tokyo - 23 Wards

Salary
4.5 million yen ~ 8.5 million yen

Refreshed
October 27th, 2026 02:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

[Main Responsibilities / 職務内容]

- **Vendor Negotiation & Contract Management:** Negotiate rates, terms, and contracts with ocean carriers, airlines, and associated logistics service providers.

  （船会社、航空会社、および付随する物流事業者との各種折衝・契約管理）

- **Tariff Management:** Establish, update, and manage internal global freight tariffs and rate structures.

  （自社タリフの企画・設定および運用管理）

- **Sales & Tender Support:** Provide key pricing and procurement support for domestic and international sales opportunities, including corporate RFQ/tender bids.

  （国内外の営業案件およびグローバル入札（Tender）における価格・仕入れサポート）

- **Global Reporting:** Regularly compile procurement metrics and report operational status to HQ in Germany.

  （ドイツ本社へのプロキュアメント状況・数値レポーティング業務）

Required Skills

[Main Requirements / 応募資格]

- **Relevant Procurement Experience:** Solid background in procurement/capacity buying at a freight forwarder, or commercial/sales/procurement experience at a container shipping line or cargo airline.

  （フォワーダーでのプロキュアメント・仕入れ業務経験、またはコンテナ船会社・航空会社（貨物部門）での勤務経験）

- **Language Skills:** Business Japanese with Intermediate English proficiency (EIKEN Grade 2 level or above) for international correspondence and HQ reporting.

  （日本語：ビジネスレベル、英語：英検2級以上、または同等の読み書き・日常業務レベル）

- **Educational Background:** High school diploma or higher.

  （高校卒業以上）

Company Description