



PR/124019 | Purchasing Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1614140

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:21

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Basic

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client, a Japanese manufacturing company specializing in automotive and electronic components, is looking for a Purchasing Staff to support procurement activities and supplier management.

Key Responsibilities

- Handle purchasing and procurement processes
- Coordinate with suppliers regarding materials and deliveries
- Monitor inventory requirements and purchasing schedules
- Prepare purchasing reports and documentation
- Collaborate with internal departments to support operational needs

Requirements

- Bachelor's degree in Engineering, Management, Supply Chain, or related fields
- Minimum 2 years of experience in Purchasing, Procurement, or Supply Chain within a manufacturing company
- Good negotiation and communication skills
- Proficient in Microsoft Excel
- Detail-oriented with strong analytical skills
- Must currently reside in Karawang
- Willing to work in Karawang

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Company Description