



PR/124133 | Purchasing Staff

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1618616

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:32

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation Level

Minimum Japanese Level

Basic Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

About the role

Our client is seeking a Purchasing Staff member to manage product sourcing, supplier negotiations, delivery coordination, and inventory monitoring. This position requires strong communication and coordination skills, particularly when working with overseas suppliers and customers.

Responsibilities

- Source and purchase products according to customer orders and specifications
- Negotiate prices, payment terms, and delivery schedules with suppliers
- Coordinate with relevant parties to ensure on-time delivery to customers
- Monitor inventory levels and recommend stock replenishment when required

Requirements

- Minimum Diploma degree

- At least one year of purchasing experience, preferably involving overseas suppliers
- Experience communicating, coordinating, and negotiating with overseas suppliers and customers
- Proficiency in Microsoft Office
- Proficiency in English

About the company

A company in the electronic components manufacturing industry is seeking a Purchasing Staff member to support its procurement activities. The company works with overseas suppliers and customers as part of its operations.

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Company Description