Procurement & Sourcing Support at Global Automotive Company

Job Information

Recruiter
en world Japan K.K

Hiring Company
A Global Automotive Company

Job ID
1623719

Industry
Automobile and Parts

Company Type
Large Company (more than 300 employees) - International Company

Non-Japanese Ratio
Majority Japanese

Job Type
Temporary

Location
Tokyo - 23 Wards

Salary
4 million yen ~ 4.5 million yen

Work Hours
9:00 ~ 17:30

Refreshed
November 20th, 2026 11:04

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

???? Hybrid Work Style (2 days WFH / 3 days Office)

Working Hours: 09:00 - 17:30

???? Central Tokyo

About the Company

Our client is a leading global organization within the automotive industry, operating in a highly international environment. The company collaborates closely with stakeholders across multiple regions and maintains a strong focus on procurement

This is an excellent opportunity to gain exposure to global procurement processes while supporting a well-established multinational business.

Position Overview

We are seeking a Procurement & Sourcing Support professional to support the indirect procurement function. This role will be responsible for procurement administration, supplier coordination, sourcing support, contract management, and purch

The position offers valuable exposure to international procurement processes, stakeholder management, and enterprise systems within a global business environment.

Key Responsibilities

- Prepare procurement and sourcing documentation, approval materials, and cost analysis reports
- Process Purchase Requisitions (PRs) and Purchase Orders (POs) using SAP
- Coordinate with suppliers and internal stakeholders to support procurement activities
- Assist with contract preparation, review, and DocuSign workflows
- Support sourcing initiatives and procurement compliance processes
- Maintain accurate procurement records and documentation
- Provide administrative support for purchasing and sourcing activities

Why Join?

Gain valuable procurement and sourcing experience within a globally recognized organization

Work in an international environment with regional and global stakeholders

Develop hands-on experience using SAP, DocuSign, and global procurement processes

Enhance your procurement, supplier management, and stakeholder coordination skills

Enjoy a hybrid work style with a balance of office collaboration and remote work

If you are looking to build your career in procurement and sourcing while gaining experience in a multinational environment, we would love to hear from you.

Required Skills

Requirements

- Experience in procurement, purchasing, sourcing support, supply chain, or related administrative functions
- Experience using SAP or other ERP systems is preferred
- Strong attention to detail and organizational skills
- Ability to manage multiple stakeholders and priorities effectively
- Comfortable working in an international business environment
- Experience supporting contracts, supplier management, or procurement operations is an advantage

Company Description