

PR/087796 | Purchasing Coordinator

Job Information

Recruiter
JAC Recruitment USA

Job ID
1624035

Industry
Restaurant, Food Service

Job Type
Permanent Full-time

Location
United States

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 11:06

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

POSITION SUMMARY

A food trading company is seeking a Purchasing Coordinator to support procurement and inventory operations by coordinating with vendors, monitoring stock levels, and ensuring timely product replenishment. This role works closely with Sales and Warehouse teams to maintain product availability, resolve operational issues, and ensure compliance with food safety and regulatory requirements.

RESPONSIBILITIES

- Monitor inventory levels and develop purchasing plans based on demand forecasts, lead times, and product assortment.
- Issue purchase orders, coordinate deliveries, and communicate with vendors to ensure timely fulfillment and cost-effective procurement.
- Support vendor relationship management through pricing negotiations, contract coordination, and ongoing supplier

communications.

- Collaborate with Sales and Warehouse teams to resolve inventory discrepancies, process returns and customer concerns, and support product evaluation initiatives
- Ensure compliance with FDA and USDA regulations, process invoices and receipts, and assist with inventory audits and cycle counts

QUALIFICATIONS

- Business-level English required
- Business-level Japanese or Chinese required
- Bachelor's degree required; Business-related major preferred
- 2+ years of purchasing experience required
- Positive attitude and strong teamwork skills
- Able to work independently and adapt to changing priorities

SALARY USD 23.00 - 26.00/Hour (DOE)

LOCATION Dallas, TX

WORK STYLE Onsite

BENEFITS

- All paid Health, Dental, and Vision Insurance for employees and their dependents.
- Life Insurance and 401k Plan with company match
- Paid vacation and holidays

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.us/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.us/terms-of-use

Company Description