



P · R · I · M · V · S

premium quality - alluring design - discerning clientele

## Procurement staff 【kyoto】

独創的なアイデアと共に、高感度のお客様へ最高の品質をお届け

### Job Information

#### Hiring Company

P.R.I.M.V.S

#### Job ID

1139568

#### Job Type

Permanent Full-time

#### Location

Kyoto Prefecture, Kyoto-shi Shimogyo-ku

#### Salary

4.5 million yen ~ 6 million yen

#### Work Hours

Time: 9 am – 6 pm (Overtime work 30-40 hours in a month)

#### Holidays

Saturday, Sunday, National holidays, Obon and Oshogatsu holidays

#### Refreshed

September 16th, 2024 05:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

**Supervisor in procurement department for design, quality, lifestyle-oriented import consumer products including food and merchandise (in Kyoto)**

#### Abstract:

Our mission is to expand P.R.I.M.V.S, a luxury lifestyle brand, and many other design, quality, lifestyle-oriented import consumer brands including food and merchandise brands.

P.R.I.M.V.S, a luxury lifestyle brand, which offers premium quality and alluring design to discerning clientele. It is a rapidly growing brand world-wide.

P.R.I.M.V.S is the first reference in our business. We offer more than 45 brands which are design, quality, lifestyle oriented. We have built our unique positioning with these products ahead of the curve.

Your job is to expand the product list efficiently with creative and innovative products which delivery additional values to

clients and market, then enhance its sales revenues with working with our sales team.

We invite to apply only extremely competent procurement person(s) who can confidently create growth within the company and add depth to position.

**Mission:**

- Sourcing brands and products to bring values to clients, customers and our company
- Maximize benefit for the company (trade conditions and profitability)
- Make sure of compliance on Japanese regulation (checking process)
- Improve all the standards to higher level including quality control and procurement process
- Care the benefit for the better world (Fair trade, organic, environmentally friendly, sustainable sourcing)

**Job detail:**

- Search potential products
- Research competitors
- Enquiry to suppliers with objective to obtain all necessary document and information in order to provide a full assessment of potential of products
- Obtaining price list and product specification for use in Japanese FDA analysis, marketing, promotion, sales
- Compliance check for FDA process and any other regulation
- Any other legal compliance for non-food products
- Trade mark research and registration
- Make sample requests when and if necessary
- Introduction and presentation of the product to sales team
- Liaison with sales team for creating new opportunities with new and current products including joining business meeting and assisting document jobs regarding products
- Cost simulation
- Aggressive price negotiation
- Distribution agreement negotiation
- Handling import process
- Communication and negotiation with forwarding agencies
- Prepare necessary labels according to legal requirement
- Create marketing materials such as leaflet
- Co-working with warehouses for goods in-coming inspection and labeling process
- Inspection report and compensation negotiation
- Marketing, promotion, exhibition and public relations
- Stock management and order handling
- Quality control
- Improve procurement process and profitability
- Survey and communication with suppliers regarding ethical sourcing

**Required Skills**

- Education: University
- Experience: 4-7 years in importing products (food experience is preferable, but it is not limited) and proven track record and history in a similar field of business

**Management aspect:**

- 3 years proven and successful track record of procurement in a reputable company
- 3 years proven and successful track record of managing procurement team of 5 - 10 people in a reputable company
- Must be confident and able to project leadership qualities that will enhance the company
- Must have skill set to train staff to perform beyond and above their normal standard
- Must have skill in communication, organization, efficiency and motivation within a team
- Must be able to show creativity and proactivity in growth of the company
- Must be driven (no obstacle) and focus towards achieving objectives with the strategies set by the company

**Skills, knowledge and experiences:**

- Business level English (spoken and written), that permits competent ability to negotiate and communicate with our suppliers around the world
- Knowledge on legal requirement on import food products and other items
- Computer skills (Windows, Word, Excel, Powerpoint)
- Literacy to of legal requirements is necessary. (will be assisted if necessary in delicate matters)
- Knowledge in related markets of our business
- Efficient multi-task management
- Aggressive and tough negotiation
- Legal compliance regulation knowledge
- Basic food compliance regulations
- Knowledge of transportation and shipping procedures
- Ability to liaison with staff in Kyoto-Tokyo offices
- Experience in stock management and logistics

**Personality:**

- Entrepreneur mentality which permits ability to achieve challenges and objectives set
- Aggressive attitude to achieve objectives by following a company strategy on targeted growth for the fiscal year
- Aggressive attitude towards achieving the best terms and conditions for the company through diligent and focused negotiation
- Creativity, business acumen and ability to create penetration with creative new products

- Prepared and unafraid to accept challenges and hard work
- Team work and leadership
- Keen knowledge of food, merchandises, fashion, and other trends
- Must have a history of success in previous or current jobs about procurement and/or creating products
- Responsible person
- Must have the ability to be efficient and organized as well as communication skills
- Show flexibility and professional aptitude
- Must be a problem solver
- Hard working, determined, ambitious, motivated, prepared to travel

**We give better assessment on:**

- Contacts to new clients and/or suppliers
- Other language skills in addition to English
- Experience in brand management, public relations
- Experience in quality control
- Experience in sales
- Skills in design software
- Experience in legal matters such as contract in English
- Product other than food items

**Conditions**

- **Salary: 4.5–6M yen (subject to experience) and bonus (subject to achievement)**  
Welfare: Social insurance, travel allowance (between home and office), 12,000 yen food per month  
Trial: 4 months
- Dress and appearance: very smart and clean-cut appearance

**Others**

- Possibility exist also to be promoted to be a manager if skill set and hard work show initiatives and ability
- There will be bonus for achieving company objectives

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**Company Description**

P.R.I.M.V.Sは、お客様の感度の高いニーズを物質的に満たすだけでなく、内面からも満たすという方針のもと設立されたブランドです。

P.R.I.M.V.Sは、「Care for quality and less for quantity」（量を追い求めず、品質を大切にする）をモットーとし、創造性とイノベーション、そして、みなさまを驚かせるような独創的なアイデアと共に、高感度のお客様へ最高の品質をお届けすることができれば本望です。

**【取扱商品】****食品**

- パスタ
- ソース/調味料
- 飲料

**ギフト**

- フード・ドリンク