

**MichaelPage**

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## Purchasing Assistant - Global Manufacturing

### Purchasing Assistant - Manufacturing

#### 募集職種

##### 人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

##### 求人ID

1538922

##### 業種

食品・飲料

##### 会社の種類

中小企業 (従業員300名以下) - 外資系企業

##### 雇用形態

正社員

##### 勤務地

東京都 23区

##### 給与

450万円 ~ 550万円

##### 勤務時間

Flex time and WFH 2 times per week

##### 更新日

2025年05月09日 15:57

#### 応募必要条件

##### キャリアレベル

新卒・未経験者レベル

##### 英語レベル

日常会話レベル

##### 日本語レベル

流暢

##### 最終学歴

大学卒：学士号

##### 現在のビザ

日本での就労許可が必要です

#### 募集要項

We are seeking an enthusiastic and detail-oriented Purchasing Assistant to play an integral role in procurement and supply chain operations within the industrial/manufacturing industry.

#### Client Details

The employer is a globally established organization in the industrial/manufacturing sector. With an international presence and a dedicated team Tokyo, the company prides itself on delivering high-quality products and services, prioritizing innovation, sustainability, and efficiency.

#### Description

- Manage and update purchasing records and pricing information in the company's database

- Collaborate with the procurement team to facilitate efficient purchasing processes
- Assist in vendor selection, negotiation, and relationship management
- Ensure compliance with relevant procurement laws and regulations
- Work closely with various departments to understand their product needs
- Assist in the preparation and processing of purchase orders
- Help in resolving any invoice discrepancies
- Contribute to the company's sustainability goals by supporting ethical purchasing practices

**Job Offer**

- A supportive company culture that values innovation and sustainability
- The opportunity to grow your career in the industrial/manufacturing industry within a globally established organization
- A dynamic work environment in the heart of Tokyo.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Francesco Pedrielli at +81368328644.

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**スキル・資格****Requirements:**

- Bachelor's degree or higher
- Prior experience in a purchasing or supply chain role, preferably within the industrial/manufacturing industry
- Strong negotiating and relationship management skills
- Good understanding of procurement processes and vendor management
- Proficiency in database management and reporting
- A detail-oriented approach with strong organizational skills
- Excellent communication and teamwork skills

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**会社説明**

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