



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122931 | Procurment Staff

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1541735

業種

小売

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年06月03日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Responsibilities:

1. Responsible for carrying out procurement tasks according to plan, including inquiries/comparisons, signing procurement contracts, inspection and acceptance, contract review and evaluation, and feedback summary. Ensure timely and suitable procurement, and reasonably reduce material backlog and procurement costs.
2. Responsible for market research and collection of dynamic information to adjust procurement strategies in a timely manner.
3. Responsible for creating purchase orders and managing the entire process including business negotiations, procurement progress, and quality inspection.
4. Responsible for contract review before placing orders, auditing product pricing, descriptions, and related technical requirements.
5. Responsible for strictly controlling procurement quality and preventing the inflow and use of non-compliant products.

会社説明