

**【大阪工場】 プロキュアメントスタッフ（契約社員）Procurement Staff (Fixed Term)****募集職種****採用企業名**

武田薬品工業株式会社

求人ID

1542561

業種

医薬品

雇用形態

契約

勤務地

大阪府, 大阪市淀川区

最寄駅

京都本線、 十三駅

給与

500万円 ~ 850万円

ボーナス

固定給+ボーナス

勤務時間

8:00 - 16:45

休日・休暇

土、日、祝日

更新日

2025年05月27日 15:51

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 (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

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

Please note this job requires business level Japanese/English in speaking, writing, and reading.

OBJECTIVES/PURPOSE

Ensure timely execution of procurement activities for selecting the best supplier for all project packages.

- Support in development and executing procurement plans for capex project packages.
- Support Procurement Lead as required in contract negotiation and signing activities.
- Stakeholder management, exercise collaboration and negotiation for achieving common goals.
- Perform reporting and documentation as per the project defined policies.

ACCOUNTABILITIES

- Preparation of sourcing events and conduct purchasing activities, including sending and summarizing supplier list, RFI, CDA, RFP, QnA, proposals.
- Evaluation of supplier proposals and preparing award recommendations.
- Review existing MSA's, both English and Japanese, and prepare new SOW and MSA as needed to issue purchase order to supplier.
- Support in issuance of purchase orders to selected suppliers, supplier registration etc.
- Reporting, documentation and collaboration as needed for above activities.
- Support procurement lead in cost negotiation and savings report for each package.
- Serve as a window for the supplier to Takeda, arrange explanation and presentation meetings.
- Intermediation for quick solution to any unclear points for the supplier or the project team.
- Performs other duties as directed by project procurement lead.

Others

- Employment Contract Term : 1 year
- Hybrid Work (on-site 60%, WFH 40%)

スキル・資格

EDUCATION, BEHAVIOURAL COMPETENCIES AND SKILLS

- Bachelor's degree or equivalent
- 2 years' experience in procurement, preferable capex procurement projects.
- Knowledge of contracts, ability to negotiate clauses with Takeda legal and suppliers.
- Knowledge of procurement activities
- Strong collaboration and negotiation skills
- Strong prioritization skills needed, candidate will be working on multiple packages, and it is a must that this individual does not get overwhelmed but can prioritize and execute daily duties.
- Language abilities in English and Japanese a must. (TOEIC 700 or above & JLPT N2 or above)
- Understand documentation requirements for procurement projects.
- Good Microsoft excel skills for procurement data management.

会社説明