



PR/123087 | Procurement 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

1552025

業種

ITコンサルティング

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07月29日 01:00

#### 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

Our client is looking for a **Procurement Staff**, that will be instrumental in managing procurement and import procedures, as well as overseeing inventory control. Your expertise will be vital in maintaining a seamless and compliant supply chain.

#### Key Responsibilities:

- Manage purchasing activities and coordinate with suppliers, both domestically and internationally.
- Prepare and process essential import paperwork, such as PIB, HS Code, COO, and more.
- Liaise effectively with customs agents, shipping companies, and logistics partners.
- Monitor inventory stock, perform regular inventory checks, and maintain accurate records.
- Ensure strict compliance with all Indonesian import regulations.

#### Qualifications:

- 3-5 years of experience in procurement, logistics, or supply chain management, preferably from IT/Networking Industry.
- Must be familiar with Indonesian customs clearance procedures and documentation.
- Proficient in using ERP systems and other operational software.
- Fluent in English (Business settings), able to communicate in Japanese will be a plus.
- Experience working in Japanese company is preferred.
- Ability to effectively manage multiple vendors and meet tight deadlines.
- Solid understanding of Incoterms and international trade terms.

#LI-JACID

**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.

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会社説明