



PR/122692 | Purchasing Executive

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

1558119

業種

その他（メーカー）

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09月30日 08:00

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 a Chinese company, operating in the manufacturing industry. As the purchasing executive, the hired talent is responsible in making sure that all purchasing executive runs smoothly and in compliance with regulations. The hired candidate will also be collaborating with the supply chain team and support distribution supplies.

Job Description:

- Process all Purchase Requests into Purchase Orders according to the needs of each department and send them to the Supplier.
- Ensure all purchased items (local, import) are delivered on time to Requesters/Customers.
- For import orders: check all shipping documents required by customs according to applicable regulations.
- Understand the regulations for import/export in Indonesia.
- Actively communicate with Requester, Shipper/Forwarder regarding the availability and shipment of orders.
- Do coordination with the warehouse team to properly receive incoming orders.

- Having suppliers' recommendations (general items, forwarder/transporter, parts, other items especially related to heavy equipment industry products).
- Able to do negotiation with suppliers and conduct price analysis to achieve favorable purchasing outcomes for company.

Job Requirements:

- Can speak, write in Chinese language.
- Holds a university degree (prefer graduated from Chinese Language).
- Have 2 years of experience in the related field.
- Honest, demonstrates excellent personality, have a good integrity, responsible.
- Proactive, accurate, and detail oriented.
- Hard worker, able to work under pressure and tight deadlines.
- Proficient with SAP system and Ms. Office.
- Familiar with translate cooperation agreements.

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会社説明