



PR/095340 | Senior Purchasing Staff

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1564987

業種

不動産仲介・管理

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2026年01月06日 05:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Location

Hanoi

Company and Job Overview

Our client a Real estate investment and development company

Job Responsibilities

- Lead procurement for office building and shopping center operations and handle administrative processes.
- Manage vendor selection, negotiations, and contract/PO execution for MEP systems, facility services, and OPEX/CAPEX materials.
- Build and maintain vendor base; run RFQ/e-bidding and ensure compliance with company policies.
- Prepare purchase orders, track deliveries, and resolve supply issues promptly.
- Coordinate with internal teams and subcontractors (cleaning, security, maintenance) to ensure smooth operations.
- Support property management team in procurement strategy and cost optimization.

- Conduct supplier audits and ensure compliance with EHS/PCCC and insurance requirements.
- Other tasks as assigned.

Job Requirements

- 5–8 years of procurement experience, including 3+ years in office building/shopping center/FM/MEP categories.
- Strong English communication
- Ability to read technical drawings/specs.
- Proficient in Excel and familiar with ERP systems (SAP, Oracle, Bravo, MISA).
- Bachelor's degree in Engineering, Supply Chain, or related field.
- Strong negotiation skills, independent, and detail-oriented.

Benefit

- Competitive salary and attractive benefits package
- Working Days: Monday – Friday
- Working hours: Weekdays 8:00-17:00 (Lunch break 12:00-13:00)
- Work from home policy included

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

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