Procurement Contract Representative at Global Manufacturer

募集職種

人材紹介会社
エンワールド・ジャパン株式会社

求人ID
1584196

業種
化学・素材

雇用形態
契約

勤務地
東京都 23区, 中央区

給与
600万円 ~ 800万円

更新日
2026年11月06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 (英語使用比率: 25%程度)

日本語レベル
ネイティブレベル

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

A leading global oil and energy company headquartered in the Middle East. Founded in the early 20th century, the organization has grown into one of the world's largest integrated energy and chemicals enterprises, with operations that include exploration, production, refining, distribution, and international commerce.

The company holds some of the world's largest conventional crude oil reserves and is one of the highest-volume daily producers of crude oil and natural gas. It also plays a key role in the global energy market and is investing in new technologies, low-carbon solutions, and long-term sustainability initiatives as part of a broader national economic diversification strategy.

If you want to grow your career in a global business setting, this is a great place to deepen your procurement and contracting skills. Candidates with experience in procurement, contract operations, or vendor management are especially encouraged to apply!

Job Title: Contracting Representative

Responsibilities

• Manage procurement and contracting operations at the Tokyo office of a major Middle Eastern oil and energy company
• Handle procurement transactions and contract administration for goods and services required by the company
• Oversee related documentation, compliance, and operational workflows
• Participate in task force activities to improve contract and procurement processes

Conditions

• Office location: Central Tokyo
• Working hours: 9:00–17:30 (flexible start between 8:00 and 10:00)
• Work from home: Office attendance in the beginning

スキル・資格

Must-haves

- Experience in procurement, purchasing operations, or contract administration
- Business-level English communication skills
- Strong attention to detail and accuracy in handling documents
- Ability to manage multiple tasks and deadlines
- Proficiency with MS Office (Excel, Word, Outlook)

会社説明