



## 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04月24日 07:00

### 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

#### 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
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#### 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)
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#### 会社説明