



PR/123707 | Purchasing 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

1586491

業種

物流・倉庫

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

2026年05月12日 11:01

応募必要条件

職務経験

1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

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

Requirements:

- Minimum 2 years of experience in purchasing.
- Can work under pressure.
- Speaks English well.

Responsibilities:

- Issuing purchase orders to suppliers based on customer's forecast and stock consideration.
- Control and ensure that the stock parts in the warehouse are in accordance with the warehouse stock for monthly closing.

- Compiling delivery note and invoice from suppliers, input for receive note on MFG, submitting to FA.
- Share FC and PO to KGI Supplier, especially to supplier with long lead time and material issue.
- Coordinating with Logistic Provider to handle the incoming parts accordingly from domestic suppliers.
- Receiving and compiling forecast update from sales team.
- Creating and inputting PO on MFG system.
- Maintaining and updating purchase order on purchase control table (excel).
- Issue and send Purchase Orders (POs) to designated suppliers.
- Follow up and communicate directly with suppliers regarding order delivery status and document completeness.
- Independently update the order status on the purchase control table (excel).
- Coordinate directly with the Warehouse/Logistics (HHL) team for a smooth goods receiving process.
- Submit complete purchasing documents (Invoice, Delivery Note, Tax Invoice) to the Finance & Accounting (FA) department.

Only shortlisted CVs will be contacted.

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