

PR/087618 | Japanese / Chinese Bilingual Purchasing Assistant

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1609852

業種
レストラン・フードサービス

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年11月10日 04:00

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
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

POSITION SUMMARY

A food trading company is seeking a Purchasing Assistant to support purchasing, inventory management, and supplier coordination. This role works closely with vendors, warehouse staff, and internal teams to ensure efficient operations and timely product availability.

RESPONSIBILITIES

- Manage purchasing activities, inventory planning, and order fulfillment to ensure product availability.
- Coordinate shipments and work closely with vendors, warehouses, and internal teams to resolve logistics issues.
- Respond to inquiries regarding products, inventory, shipping schedules, and order status.
- Support inventory management, quality control, and food safety-related activities.

- Assist with supplier development, product research, and procurement negotiations.
- Collaborate with Sales and Operations teams to support customer needs and business growth.
- Perform other duties and special projects as assigned.

QUALIFICATIONS

- Business-level English required
- Business-level Japanese or Chinese required
- Bachelor's degree required; Business-related major preferred
- 1+ year of purchasing or procurement experience preferred
- Positive attitude and strong teamwork skills
- Able to work independently and adapt to changing priorities

SALARY USD 22.00 - 26.00/Hour (DOE)

LOCATION Houston, TX

WORK STYLE Onsite

BENEFITS

- All paid Health, Dental, and Vision Insurance for employees and their dependents.
- Life Insurance and 401k Plan with company match
- Paid vacation and holidays

#LI-JACUS #LI-US #countryUS

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