



PR/087645 | Purchasing Associate

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1612872

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09月29日 07:00

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
流暢

日本語レベル
流暢

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 company is seeking a Purchasing Associate to support daily purchasing and inventory operations. Responsibilities include purchase order processing, supplier communication, inventory monitoring, data entry, and administrative support. This position works closely with purchasing, warehouse, and operations teams to ensure product availability and efficient supply chain operations.

RESPONSIBILITIES

- Support purchasing and inventory operations by preparing purchase orders and coordinating with internal teams.
- Work closely with suppliers, warehouses, and logistics partners to ensure timely product delivery and inventory availability.
- Manage vendor communications, pricing updates, shipment tracking, and order issue resolution.

- Assist with import and customs-related processes, including coordination with customs brokers and overseas vendors.
- Maintain procurement records, inventory data, and operational reports to support business decisions.
- Participate in inventory counts, process improvements, and other supply chain-related projects as needed.

QUALIFICATIONS

- Associate's or Bachelor's degree in Business, Supply Chain, Logistics, or a related field preferred
- 1+ year of experience in purchasing, procurement, inventory control, logistics, customer service, or administrative support preferred
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment
- Proficiency in Microsoft Office, particularly Excel; ERP or order management system experience is a plus
- Excellent communication and interpersonal skills with the ability to work effectively with suppliers, warehouse teams, and internal departments
- Detail-oriented with strong problem-solving skills and the ability to follow through on tasks independently
- Bilingual English/Japanese or English/Chinese skills are a plus

SALARY USD \$20-24/HR

LOCATION Honolulu, HI

WORKING HOURS Monday - Friday 8:00 AM to 5:00 PM

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

#LI-JACUS #LI-US #countryUS

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会社説明