Procurement & Sourcing Support at Global Automotive Company

募集職種

人材紹介会社
エンワールド・ジャパン株式会社

採用企業名
A Global Automotive Company

求人ID
1623719

業種
自動車・自動車部品

会社の種類
大手企業 (300名を超える従業員数) - 外資系企業

外国人の割合
外国人 少数

雇用形態
派遣

勤務地
東京都 23区

給与
400万円 ~ 450万円

勤務時間
9:00 ~ 17:30

更新日
2026年11月20日 11:04

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

日本語レベル
ビジネス会話レベル

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

???? Hybrid Work Style (2 days WFH / 3 days Office)

Working Hours: 09:00 - 17:30

???? Central Tokyo

About the Company

Our client is a leading global organization within the automotive industry, operating in a highly international environment. The company collaborates closely with stakeholders across multiple regions and maintains a strong focus on procurement

This is an excellent opportunity to gain exposure to global procurement processes while supporting a well-established multinational business.

Position Overview

We are seeking a Procurement & Sourcing Support professional to support the indirect procurement function. This role will be responsible for procurement administration, supplier coordination, sourcing support, contract management, and purch

The position offers valuable exposure to international procurement processes, stakeholder management, and enterprise systems within a global business environment.

Key Responsibilities

- Prepare procurement and sourcing documentation, approval materials, and cost analysis reports
- Process Purchase Requisitions (PRs) and Purchase Orders (POs) using SAP
- Coordinate with suppliers and internal stakeholders to support procurement activities
- Assist with contract preparation, review, and DocuSign workflows
- Support sourcing initiatives and procurement compliance processes
- Maintain accurate procurement records and documentation
- Provide administrative support for purchasing and sourcing activities

Why Join?

Gain valuable procurement and sourcing experience within a globally recognized organization

Work in an international environment with regional and global stakeholders

Develop hands-on experience using SAP, DocuSign, and global procurement processes

Enhance your procurement, supplier management, and stakeholder coordination skills

Enjoy a hybrid work style with a balance of office collaboration and remote work

If you are looking to build your career in procurement and sourcing while gaining experience in a multinational environment, we would love to hear from you.

スキル・資格

Requirements

- Experience in procurement, purchasing, sourcing support, supply chain, or related administrative functions
- Experience using SAP or other ERP systems is preferred
- Strong attention to detail and organizational skills
- Ability to manage multiple stakeholders and priorities effectively
- Comfortable working in an international business environment
- Experience supporting contracts, supplier management, or procurement operations is an advantage

会社説明