

PR/087796 | Purchasing Coordinator

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1624035

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24日 11:06

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 Coordinator to support procurement and inventory operations by coordinating with vendors, monitoring stock levels, and ensuring timely product replenishment. This role works closely with Sales and Warehouse teams to maintain product availability, resolve operational issues, and ensure compliance with food safety and regulatory requirements.

RESPONSIBILITIES

- Monitor inventory levels and develop purchasing plans based on demand forecasts, lead times, and product assortment.
- Issue purchase orders, coordinate deliveries, and communicate with vendors to ensure timely fulfillment and cost-effective procurement.
- Support vendor relationship management through pricing negotiations, contract coordination, and ongoing supplier

communications.

- Collaborate with Sales and Warehouse teams to resolve inventory discrepancies, process returns and customer concerns, and support product evaluation initiatives
- Ensure compliance with FDA and USDA regulations, process invoices and receipts, and assist with inventory audits and cycle counts

QUALIFICATIONS

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

SALARY USD 23.00 - 26.00/Hour (DOE)

LOCATION Dallas, 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

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