

Job Detail

Entries Level

Position Title	[Back office operations related to procurement] Foreign manufacturers/For the automobile industry/Procurement
Recruiter Company	Leverages Career China Co., Ltd
Company Name	Company name is private
Activated / Updated	2024-03-06 / 2024-03-07
Job Type	Administrative - Logistics/Materials & Purchase Control Administrative - Sales Assistant/Clerical/Receptionist Manufacturing (Automobile/Plant Engineering/Precision Equipment) - Quality Control
Industry	Automotive and Parts Manufacturing
Location	Asia Japan Kanagawa
Job Description	<p>[Job Content] Responsibility Business Process is a department that is responsible for a wide range of back-office operations in the procurement department and promotes the rationalization and optimization of procurement/purchasing business processes. As a candidate for a management position, you will be responsible for a wide range of tasks, mainly focusing on the following:</p> <ul style="list-style-type: none"> • Procurement activities for general purchased goods, services, and indirect materials • Promoting supplier/commodity strategies through data analysis • Promotion support for cost reduction activities and internal improvement activities • Optimize procurement through information sharing and collaboration with overseas sister companies • Response to purchasing unit price registration, contract conclusion management, external/internal audits, investigation requests, etc.
Company Info	<p>[Introduction of the business department] BU Introduction Automotive Division (Automotive industry) We supply highly reliable products in a timely manner to the automobile industry, which is characterized by strict quality standards that require both light weight and durability. In addition to quickly proposing technologies and products required for automobile safety and reliability, we also realize manufacturing that is environmentally friendly and kind to people and the earth. We support the ever-evolving safety, comfort, and ecology of automobiles, both for one person and for all people around the world.</p> <p>[Message] Slogan "Connectivity" is becoming increasingly important in all fields. In the field of automobiles, dramatic advances such as autonomous driving and electrification are about to take place by electrically connecting various devices and exchanging various information, signals, and energy. Our main product, the "connector," is an electronic component that plays a central role in such connection technology. Evolution continues, with high-speed transmission, high-power transmission, compactness and high density, etc. In addition, our company actively promotes procurement and purchasing activities from a global perspective in collaboration with production bases around the world, and we also procure raw materials, parts, equipment, etc. from outside not only domestically but also from outside. We are collaborating with overseas sister factories and expanding our operations into the Asian region. We are one of the world's leading connection technology manufacturers that has been established in Japan from the beginning and has supported the development of electronic device connections. We are applying for applications from those who would like to utilize the experience and execution skills they have cultivated in their procurement and purchasing activities. We are looking forward to seeing you.</p>
Working Hours	<p><Working hours classification> Standard working hours: 8:30~17:00 7 hours 45 minutes (lunch break: 45 minutes) Flexible working available (core time: 11:30-13:30)</p>
	<Required conditions>

Qualifications	<ul style="list-style-type: none"> - Experience in purchasing/procurement operations in the manufacturing industry or equivalent practical experience. - Active communication skills with internal and external parties, as well as negotiation and coordination skills with supplier companies. <ul style="list-style-type: none"> • Logical thinking, judgment, and problem-solving ability • Basic knowledge of laws and regulations related to procurement/purchasing (antitrust law, subcontracting law, etc.) • Ability to perform basic work in English (email, conference calls, etc.) <p><Welcome conditions></p> <ul style="list-style-type: none"> - Experience in purchasing/procurement operations in the automobile industry or electronic parts manufacturer. - Practical experience using ERP (SAP)
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Native Level
Salary	JPY - Japanese Yen JPY 5000K Over
Salary Description	<p>[Salary] *Preferential treatment will be given based on advance salary, experience, ability, etc. Non-management position: Annual income of 5 million yen or more (basic salary: 250,000 yen or more + various allowances + bonus)</p> <p>[Treatment/Welfare] Salary increase once a year, bonus twice a year, overtime allowance (for non-managerial positions, paid separately depending on overtime hours), meal allowance, social insurance coverage, transportation allowance, retirement allowance system, wealth accumulation savings system, condolence money, accommodation Facility usage subsidies, scholarships, employee cafeteria</p>
Holiday Description	<p>[Holidays/Vacation] Full two-day work week (Saturdays and Sundays), public holidays, summer/year-end and New Year holidays, paid vacation, sick leave, 129 to 131 annual holidays (depending on the calendar), condolence leave, birthday leave, founding anniversary, refreshment leave, Leisurely leave, prenatal/postnatal leave, childcare leave, nursing care leave</p>