

# systemsGo

## Purchasing Officer Exclusive job

**Work-life balance, friendly environment!**

### Job Information

#### Hiring Company

systemsGo Corporation

#### Job ID

1256536

#### Industry

IT Consulting

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Minato-ku

#### Train Description

Nanboku Line, Azabu Juban Station

#### Salary

4 million yen ~ 5 million yen

#### Hourly Rate

Great work-life balance

#### Work Hours

Mon-Fri 9am-6pm

#### Holidays

Starts at 13 days/yr paid leave, increases each year until 22/yr

#### Refreshed

February 12th, 2025 03:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Entry Level

#### Minimum English Level

Business Level (Amount Used: English usage about 50%)

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Technical/Vocational College

#### Visa Status

Permission to work in Japan required

### Job Description

#### Responsibility

- Source, select and negotiate with our distributors and suitable suppliers for procurement of IT products and services

- Coordination of requirements with request department
- Build and maintain strategic relationships with key suppliers
- When making a purchase, negotiate competitive pricing and lead times plus associated services such as delivery, installation, maintenance etc.
- Obtain competitive pricing and lead time information. Maintain clear and precise procurement documentation including firm orders from clients matched with corresponding purchase orders to vendors, with clearly identified margins which meet or exceed guidelines
- Have a clear understanding of Vendor partnership programs and ensure that our procurement requests takes full advantage of the benefits from these programs
- Complete new and/or maintain certifications required to sustain our partnership status with our key Vendors
- Assist the sales and projects staff during pre-sales and proposal writing process to prepare the descriptions and pricing of procurement items – hardware, software and subcontracted services
- Create quotations for equipment and/or services to be sold to our support clients
- Manage tier 3 accounts as the lead account manager, providing a high quality of customer service to meet client's needs
- Identify and develop selected accounts in the portfolio that have growth potential to increase revenue
- Track delivery dates and coordinate with suppliers to ensure on time delivery to our clients and project teams
- Maintain complete and accurate purchasing records, including vendor payment details such as vendor payment schedules, invoices, serial numbers, warranty details etc
- Work closely with Project teams in sourcing project material and services.
- Vendor invoice tracking and system entry
- Updating and monitoring of client asset warranty and services
- Prepare monthly order and opportunists forecast for management review

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## Required Skills

### Qualification

- Indirect procurement experience, ideally focusing on IT related procurement such as server, storage, network gear, phone system, AV systems etc.
- Work experience in IT / telecommunications industry
- Experience in vendor management
- Knowledge of hardware maintenance contract
- Knowledge of software licensing
- Experience processing/tracking orders with SFDC will be a plus point for consideration
- Fluency in both English and Japanese (speaking, writing)
- Customer service mindset
- Organization skill
- Strong negotiation skill
- Attention to details
- Independent and exercise self-initiative

### Working Relationships:

- Sales representative in Japan and other regions
- Practice Leaders for Managed Services, Engineering Service and Projects
- Sales and marketing management across systemsGo groups of companies
- Finance and operations staff

If interested, please send your CV to [Daria.Tang@systemsgo.asia](mailto:Daria.Tang@systemsgo.asia)

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## Company Description

株式会社 システムズ ゴーは東京に本社を置くIT企業です。大阪、香港、上海、シンガポールに支社を拡大し、アジア各地にプロフェッショナルなITサービスを提供しています。また北京、ソウル、バンコク、クアラルンプール、ハノイ、台北などにもサービスを展開しています。

IT分野のインフラ整備、システムインテグレーション、プロジェクトマネジメント、コンサルティング、人材ソリューションなどを専門としており、他にはない最高レベルのサービスを提供しています。世界的なビジネスを展開する投資銀行や投資信託、製薬及びバイオテクノロジー企業、法律事務所、IT企業、貿易や製造系企業などの外資系企業が、わたしたちのクライアントです。

システムズ ゴーではキャリアアップや給与の見直し、国内外拠点への異動、福利厚生充実など、従業員にあらゆる機会を提供し、より快適な職場環境への改善に努めています。

向上心が高く、わたしたちとともに最高のサービスを追求してくださる方からのご応募をお待ちしています。