



## PR/122318 | Purchasing Executive (Mandarin Speaker)

### Job Information

**Recruiter**
[JAC Recruitment Indonesia](#)
**Job ID**

1504444

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 10:54

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is a Chinese company, operating in the manufacturing industry. As the purchasing executive, the hired talent is responsible in making sure that all purchasing executive runs smoothly and in compliance with regulations. The hired candidate will also be collaborating with the supply chain team and support distribution supplies.

**Job Description:**

- Process all Purchase Requests into Purchase Orders according to the needs of each department and send them to the Supplier.
- Ensure all purchased items (local, import) are delivered on time to Requesters/Customers.
- For import orders: check all shipping documents required by customs according to applicable regulations.
- Understand the regulations for import/export in Indonesia.
- Actively communicate with Requester, Shipper/Forwarder regarding the availability and shipment of orders.
- Do coordination with the warehouse team to properly receive incoming orders.
- Having suppliers' recommendations (general items, forwarder/transporter, parts, other items especially related to heavy equipment industry products).
- Able to do negotiation with suppliers and conduct price analysis to achieve favorable purchasing outcomes for company.

**Job Requirements:**

- Can speak, write in Chinese language.
- Holds a university degree (prefer graduated from Chinese Language).
- Have 2 years of experience in the related field.
- Honest, demonstrates excellent personality, have a good integrity, responsible.
- Proactive, accurate, and detail oriented.
- Hard worker, able to work under pressure and tight deadlines.
- Proficient with SAP system and Ms. Office.
- Familiar with translate cooperation agreements.

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## Company Description