

## Procurement Specialist

### Procurement Specialist

#### Job Information

**Recruiter**

Michael Page

**Job ID**

1506252

**Industry**

Other

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

Negotiable, based on experience

**Salary Bonuses**

Bonuses included in indicated salary.

**Work Hours**

Working hours: 9:00-18:00, flexible

**Refreshed**

November 25th, 2024 10:32

#### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

As a Procurement Specialist, you handle vendor management, contract administration, and sourcing for various goods and services, focusing on fleet, travel, mobile communications, and local point-of-sale items. Your responsibilities include finding cost-saving opportunities, ensuring compliance, managing supplier relationships, and aligning strategies with global procurement standards, while also overseeing budgets, reporting, and procurement documentation.

#### Client Details

A global leader in the beverage industry with a strong presence all over the world, this company is renowned for its innovative marketing strategies and commitment to high-quality products. Known for its dynamic culture, the organization thrives on creativity, passion, and collaboration, empowering employees to make an impact in various fields, from marketing and event management to product development and sales.

#### Description

- **Vendor and Contract Management:** Oversee vendor relationships and manage contracts related to fleets, travel, local point-of-sale items, and mobile communications to ensure a smooth flow of goods and services.
- **Cost Optimization and Risk Management:** Focus on reducing costs and managing supplier risks while streamlining procurement for various goods and services like facilities and office management.
- **Strategic Sourcing:** Lead procurement initiatives, find cost-saving opportunities, source high-quality goods/services, manage RFPs, and negotiate effectively while ensuring policy compliance and vendor evaluation.
- **Category Management:** Manage the lifecycle of fleet assets, oversee travel spend, audit invoicing, and justify procurement prices for local needs, aligning strategies with internal stakeholders.
- **Procure-to-Pay Process:** Approve new vendors, collaborate on procurement activities, and produce budget control and performance reports.
- **Procurement Administration:** Maintain procurement documentation, assist in contract review processes, and ensure proper workflow for contract approvals.

#### Job Offer

**Stable Company:** The company holds a significant share of the beverage market in Japan and has a strong financial foundation, with a presence in more than 150 countries. This is a great opportunity for those looking for a long-term and secure career path.

**Work from Home:** The company offers flexible work arrangements, including the option to work from home. This is ideal for caregivers, working parents, or anyone seeking more control over their schedule.

**Step Up in Your Career:** This position primarily focuses on Indirect Procurement, offering a unique opportunity for those with experience in Direct Procurement to try something new. It's a chance to enhance your resume, acquire new skills, and make a long-term investment in your career.

**Exciting Time to Join:** With deep involvement in extreme sports, music, and culture, the company gives you the chance to be part of iconic events. If you're looking for a dynamic and fast-paced environment, this is the place to be.

**Use English:** There are numerous opportunities to get involved in global projects and communicate with international stakeholders. This is an excellent chance to use English on a weekly basis and leverage your language skills.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Francesco Pedrielli at +81368328644.

---

#### Required Skills

##### Basic Qualifications:

- 5+ years of experience in procurement or a combination of negotiation and business case development with demonstrated leadership in project management
- Experience in managing both internal and external stakeholder relationships
- Expertise in spend analysis and developing new initiatives from the ground up
- Strong organizational, communication, negotiation, and persuasive skills
- Advanced proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint, Teams, SharePoint)
- Native-level proficiency in Japanese (or N1 certification) and the ability to read business documentation in English

##### Preferred Qualifications:

- Experience with process automation tools (e.g., Power Automate, RPA) is an advantage

---

#### Company Description

A global leader in the beverage industry with a strong presence all over the world, this company is renowned for its innovative marketing strategies and commitment to high-quality products. Known for its dynamic culture, the organization thrives on creativity, passion, and collaboration, empowering employees to make an impact in various fields, from marketing and event management to product development and sales.