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Indirect Procurement Manager

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Job Information

Recruiter
[Michael Page](#)
Job ID

1515750

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

10 million yen ~ 13 million yen

Refreshed

January 15th, 2025 14:55

General Requirements

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

This Manager-level role oversees Procurement categories across Marketing and R&D, with flexibility to support other initiatives based on project priorities. Responsibilities include supplier management, sourcing, contract execution, and collaboration with local and global Procurement teams on diverse categories such as Media, Market Research, and Clinical Operations.

Client Details

The organization is a large, multinational corporation recognized for its significant contributions to the Life Science industry. Located in Central Tokyo, this company prides itself on its innovative products and solutions that have made a substantial impact on global health.

Description

- **Category Leadership:** Manage procurement categories across Marketing and R&D, with flexibility to support other category initiatives as required by project priorities.
- **Supplier & Stakeholder Engagement:** Drive supplier management, sourcing, market studies, and contract execution while collaborating with business stakeholders.
- **Project Involvement:** Participate in system implementations, business integrations, audits, and special workstreams,

including support for charitable initiatives.

- Category Focus Areas: Oversee diverse categories such as Media, Creative & PR Agencies, Market Research, Clinical Operations, Travel, and Car Fleet.
- Team Collaboration: Work closely with local Japan Procurement, Asia Pacific Regional Team, and Global Procurement colleagues to ensure alignment and success.

Job Offer

- Competitive Salary.
- Opportunity to work in a large organization that is making significant contributions to the Life Science industry.
- An inclusive and collaborative company culture.
- Opportunities for professional development and career progression locally and globally.

If you are a proactive leader with a passion for procurement in the Life Science industry, we encourage you to apply for this exciting opportunity in Central Tokyo.

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Maria Kosareva.

Required Skills

A successful candidate should reside in Japan and have:

- Expertise in project management, market research, negotiations, supplier management, business engagement, contract execution, and knowledge of Japan-specific business practices (e.g., Subcontractor Act).
- Advanced skills in MS Office programs, with a strong emphasis on Excel (Pivot Table analysis, VLOOKUP, and large data handling) and PowerPoint.
- Native-level Japanese proficiency for supplier communication and business interactions.
- Business-level English proficiency for internal communications, both written and spoken.
- Background in indirect procurement roles or related areas, with a focus on effective stakeholder and supplier management.

Company Description

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