



## Procurement Specialist

トップシェア製品多数保有のグローバル医療機器メーカー 日本でシェア拡大中！

### Job Information

**Hiring Company**

Applied Medical Japan株式会社

**Job ID**

1524274

**Industry**

Medical Device

**Company Type**

International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards, Chiyoda-ku

**Salary**

5 million yen ~ 7 million yen

**Work Hours**

9:00~17:00 (休憩：60分) フレックスタイム制 (フルフレックス) 時間外労働有無：有

**Holidays**

完全週休2日 (土日) 祝日 夏季休暇 (4日) 年末年始休暇 ライフサポート休暇 有給休暇

**Refreshed**

April 1st, 2025 12:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Position Title:** Procurement Specialist

Overall Responsibilities:

Purchasing and 3PL management support

ESSENTIAL FUNCTIONS

**Reasonable Accommodation Statement:**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Essential Duties and Responsibilities:**

- Understand and follow Applied Medical's Quality Systems (QS) per training.
- Read, write, speak and communicate effectively with other team members, and comprehend work and safety instructions.
- Understand and comply with safety rules and Company policies.
- Prepare inventory forecast and request
- Prepare and issue purchase orders
- Monitor inventory level and resolve issues and concerns. (Using SAP)
- Inspect and evaluate the quality of purchased items and resolve shortcomings
- Analyze industry and demand trends and support management with the development and implementation of sourcing

strategies

- Receiving and returning goods. (Using SAP)
- Provide the necessary documents to the customs broker and resolve issues and concerns
- Assist managing 3PL warehouse

**Other Duties and Responsibilities:**

Assist with other tasks and projects as needed

**Required Skills****Knowledge, Skills and Abilities:**

Knowledge of logistics, SAP, Outlook, Teams, Intermediate level of Excel, Intermediate level of English(incl. speaking).

**Education and/or Formal Training:**

Graduated from a four-year college or university

**Experience:**

Purchasing, Logistics

**Material and Equipment Used:**

Note PC, Mobile phone

**Working Environment:**

Basically at office, occasionally at home

**勤務地**：東京都千代田区内神田1-14-8 KANDA SQUARE GATE 6F（本社）

- 受動喫煙対策：屋内全面禁煙
- 転勤：当面なし
- 出社ベースなので通勤可能圏内にお住まいの方、もしくは自己負担で引っ越し可能な方に限る。
- 在宅勤務・リモートワーク：必要に応じて適宜相談可

**雇用形態**：正社員

- 雇用形態補足 期間の定め：無
- 試用期間：3ヶ月  
但し、会社が必要と認めたときは試用期間を3ヶ月を限度として延長することがある。また特別な事情があるときは、これを短縮又は免除することもある。

**待遇・福利厚生**：通勤手当、健康保険、厚生年金保険、雇用保険、労災保険、確定拠出年金

**休日・休暇**：

- 完全週休2日制（休日は土日祝日）
- 年間に有給休暇1日～10日（入社月に応ずる）、最大20日まで付与
- 年間休日日数125日
- 夏季休暇（4日）、年末年始休暇(12/29-1/4)、ライフサポート休暇（1年度につき5日以内）

**Company Description**