



## PR/086729 | Procurement Specialist for Automotive Parts

### Job Information

**Recruiter**

JAC Recruitment USA

**Job ID**

1539067

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

United States

**Salary**

Negotiable, based on experience

**Refreshed**

May 13th, 2025 10:19

### 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

**POSITION SUMMARY**

Japanese Automotive Parts Company is seeking an experienced Procurement Specialist to join their team in Columbus, IN. This role is responsible for purchasing goods, materials, components, and services while ensuring cost efficiency, quality, and timely delivery. The selected candidate will collaborate with suppliers and internal departments to support business operations and drive procurement excellence.

**RESPONSIBILITIES**

- Procure materials and services in line with cost, quality, and delivery targets.
- Support purchasing functions and factory departments, addressing supply issues that may impact operations.
- Act as a liaison between suppliers and internal teams for procurement processes and ongoing projects.
- Monitor market trends, competitor strategies, and supplier performance.
- Conduct cost analysis and implement cost reduction initiatives.
- Prepare reports and updates as needed.
- Collaborate with procurement teams to identify opportunities for continuous improvement.
- Negotiate contracts, optimize pricing, and enhance business terms with suppliers.
- Issue purchase orders and maintain order schedules.
- Build and maintain strong supplier relationships with effective communication.

- Ensure compliance with company policies, purchasing guidelines, and supplier contract regulations.
- Evaluate supplier performance and contribute to contract compliance reviews.
- Resolve supplier-related issues regarding pricing, quality, delivery, and invoices.

#### QUALIFICATIONS

Experience: Minimum 5 years in automotive procurement

#### PREFERRED REQUIREMENTS

- Strong ability to build and maintain productive relationships with staff and suppliers.
- Excellent communication, negotiation, and interpersonal skills.
- Effective time management, task prioritization, and goal achievement.
- Commercial and financial awareness, understanding the impact of procurement on production and customer fulfillment.
- Ability to work under pressure and handle urgent situations.
- Familiarity with Enterprise Resource Planning (ERP) systems is a plus.

This position does not initially carry a managerial title but offers opportunities for career advancement based on performance.

#### SALARY

\$80,000-\$85,000 per year

#### BENEFITS

Benefit packages (health insurance and PTO, sick leave) are available

#### LOCATION

Columbus, IN, On-site

#LI-JACUS #LI-US #countryUSLocation: Columbus, IN

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#### Company Description