



PR/109309 | Asst. Manager - Purchase

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1539104

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 13th, 2025 10:24

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

ROLES & RESPONSIBILITIES

- Buying the best quality equipment, goods, and services for a company or organization at the most competitive prices.
- Oversees supply chain management and procurement, possibly on a worldwide scale.
- Need to be good at negotiating, networking, and dealing with numbers, as well as dealing with other factors such as sustainability, risk management, and ethical issues.
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- Should complete the process for P2P (purchase to pay) along with reducing the purchase budget.
- Forecasting levels of demand for services and products to meet the business needs and keeping a constant check on stock levels.

- Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules, and quality.
- Liaising between suppliers, manufacturers, relevant internal departments, and customers.
- Exposure to Complete packaging solutions and accessories
- Experience in New product tooling /development
- Cost estimation and working (preferably ABC costing)
- Identifying potential suppliers, visiting existing suppliers, and building and maintaining good relationships with them.
- Negotiating and agreeing contracts and monitoring their progress, checking the quality of service provided.
- Processing payments and invoices.

Company Description