



## PR/109311 | Senior Executive - Purchase

### Job Information

**Recruiter**[JAC Recruitment India](#)**Job ID**

1541963

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

#### Job Roles and 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.

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## Company Description