



PR/109369 | Purchase Jr. Executive

Job Information

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

1542462

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 27th, 2025 10:43

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

Key Responsibilities:

- Manage end-to-end procurement operations, including purchase planning, order processing, and inventory coordination.
- Conduct vendor negotiations to secure the best pricing, quality, and delivery terms.
- Identify, evaluate, and develop new vendors to ensure a reliable and diverse supplier base.
- Maintain strong relationships with existing vendors to ensure consistent supply and service levels.
- Monitor market trends and pricing to optimize procurement strategies.
- Ensure compliance with company policies and procurement standards.
- Collaborate with internal departments to understand material requirements and timelines.
- Maintain accurate records of purchases, pricing, and vendor performance.

Company Description