



PR/109463 | Officer - Store & Purchase

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1546466

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 1st, 2025 17:41

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 Title: Officer – Purchase

Location: Malur, Karnataka

Job Description

Purchasing Responsibilities

Identify and research potential vendors

Develop and maintain alternate supplier networks

Compare and evaluate supplier offers

Negotiate contracts and pricing terms

Track pending orders daily to ensure timely deliveries

Record order details (vendors, quantities, pricing) in internal databases (Excel)

Maintain updated records of purchases, deliveries, and invoices (Master Data Management)

Prepare purchase reports and conduct cost analysis

Coordinate daily with internal departments for material delivery updates

Liaise with Finance for documentation and supplier payments

Monitor stock levels and initiate orders as necessary

Handle basic import-export procedures (checklist verification, duty calculation, CHA coordination)

Familiarity with IATF 16949, ISO 14001, and ISO 45001 documentation and processes

Storekeeping Responsibilities

- Receive and inspect incoming goods
- Issue materials per request slips
- Verify goods against invoices and check for damages or discrepancies
- Accurately sort, label, and store materials in designated locations
- Optimize warehouse space through organized storage solutions
- Enter data into Excel or other systems to maintain up-to-date inventory records
- Retrieve and respond to inquiries regarding inventory and delivery schedules
- Perform routine storekeeping tasks in line with company procedures

Company Description