



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



## PR/094962 | Purchasing Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1549576

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 17:16

### 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

**Company and Job Overview**

JAC's client is a motorcycles company hiring for the position of Purchasing Assistant Manager

**Job Responsibilities**

- Analyze purchasing needs and supplier capabilities
- Manage and maintain good relationships with suppliers
- Procure goods and control inventory
- Coordinate with the QA/QC department for quality control and supplier evaluation
- Ensure compliance with purchasing policies and procedures
- Handle accounting procedures related to purchasing activities
- Collaborate with the engineering team to plan product localization
- Lead the team to achieve cost reduction goals
- Guide and train employees to improve their competencies

**Job Requirements**

- Education: Bachelor's Degree in Mechanical engineering

- Proficiency in English, ability to read technical drawings in English
- Good at MS Office
- At least 05 years of experience in Purchasing (experience in automobiles or motorcycles manufacturing is a plus)
- Strong communication, negotiation, leadership, and analytical skills.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

---

## Company Description