



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

August 19th, 2025 02:00

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.

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Company Description