



PR/117714 | Assistant Purchasing Manager

Job Information

Recruiter
[JAC Recruitment Thailand](#)
Job ID

1552417

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 15:00

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

Our client is Automotive Manufacturing in industry. They are looking for a potential candidate who can fulfil their requirement as follows;

Position : Purchasing Assistant Manager

Location : Pluakdeng, Rayong

Business Type : Automotive

Working day : Mon – Fri

Benefit :

- Salary Total Package as 80,000 – 100,000 THB/month(Depend on experience)
- Bonus
- No shuttle bus

Qualifications:

- Bachelor's degree in Supply Chain Management, Engineering, Business Administration, or related field.
- **Minimum 1** years experience in (Direct and Indirect) Buyer, Purchasing, and Procurement from the Automotive industry.
- **Fluent communication in English. (Need to communicate to overseas supplier).**
- Strong knowledge of automotive components, materials, and manufacturing processes.
- Familiarity with industry standards and certifications (e.g., ISO 9001, IATF 16949).
- Proficiency in ERP systems SAP and Microsoft Office Suite.
- Excellent negotiation, analytical, and communication skills.
- Ability to work in a dynamic, high-pressure environment.

Job description

- Responsible for sourcing direct and indirect material from overseas/suppliers.
- Coordinate work with overseas teams, negotiating contracts with global suppliers in coordination with commodity buyers.
- Devise, implement and oversee procurement strategies to meet cost-saving targets.
- Support project calculation with reliable material cost data, analyze scope of supply and contract agreements, conduct risk analyses, and introduce negotiation recommendations with Management to prepare for negotiations with suppliers.
- Facilitates cross-functional work groups (especially with internal Purchasing function) to select new suppliers using cost-based methods.
- Assist in developing and executing procurement strategies for automotive parts, raw materials, and services.
- Evaluate and negotiate with suppliers to secure competitive pricing, quality, and delivery terms.
- Monitor supplier performance and conduct regular audits to ensure compliance with automotive industry standards (e.g., IATF 16949).
- Collaborate with engineering, production, and quality assurance teams to align purchasing activities with product development and manufacturing needs.
- Manage purchase orders, contracts, and supplier documentation using ERP systems (e.g., SAP).
- Track market trends and identify cost-saving opportunities in automotive supply chains.
- Resolve supply chain disruptions and implement corrective actions to minimize production impact.
- Support localization and supplier development initiatives to reduce lead times and costs.
- Prepare procurement reports and forecasts for management review.

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.

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Company Description