



JAC Recruitment

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JAC Recruitment Vietnam

PR/095100 | Purchasing Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1556256

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 15:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is looking for the Purchasing Manager position.

Work Location: Vsip2 - Binh Duong city

JOB RESPONSIBILITIES

- Calculate the number of staff required based on daily work content and production plan.
- Develop and clarify the organizational structure and assign tasks to departments.
- Manage appropriate inventory based on production plan, confirm order date and delivery of materials based on delivery time.

- Arrange appropriate storage location based on warehouse space.
- Implement cost reduction for purchased items.
- Monitor and guide import and export activities.
- Monitor and guide production progress.
- Set and monitor departmental goals according to company policy.
- Take inventory of materials and consumables.
- Regularly evaluate staff capacity and plan training.
- Closely monitor purchasing processes and costs
- Prepare reports on quality, quantity, price of goods and inventory quantity in accordance with the prescribed time.
- Research the market and competitors.
- Coordinate with relevant departments to handle situations arising during the purchasing process.
- Advise the Board of Directors in planning purchasing, import and export of goods.
- Develop and implement purchasing strategies.
- Manage daily purchasing activities, supervise employees, allocate work.
- Manage supplier relationships and negotiate contracts, prices, terms, etc.
- Maintain supplier database, purchasing records and related documents.

JOB REQUIREMENTS

- University degree or higher, priority given to economics/commerce/business administration/law/foreign trade.
- **Foreign languages: fluent in Chinese and English**, Japanese preferred.
- Good at office software and SAP
- **At least 5 years of experience** in a similar position.

BENEFITS

- Have Shuttle bus from HCM city and Dong Nai city
- Salary Review, 13th month salary
- Company performance Bonus, Travel Opportunity, Training & Development, Lunch Support
- Interview: Interview 2 time

#LI-JACVN

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