



PR/118498 | Procurement & Import-Export Manager or Senior Procurement Specialist

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1565943

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

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General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Procurement & Procurement & Import-Export Manager

or Senior Procurement Specialist

Department: Automotive & Electronics Manufacturing

Location: Samut Prakan

Salary: 60,000 – 80,000 THB

Job Purpose

Manage and control procurement and import-export processes to ensure timely sourcing of parts and services that meet quality, cost, and delivery standards. Focus on supplier management, cost optimization, and compliance with international trade regulations.

Key Responsibilities

1. Procurement & Supplier Management:

- Develop and implement procurement strategies aligned with business requirements and legal regulations.
- Identify, evaluate, and select suppliers to ensure compliance with quality, price, and delivery standards.
- Negotiate contracts to secure favorable terms for the company.
- Maintain strong supplier relationships to enhance collaboration and efficiency.

2. Import-Export Operations:

- Oversee all import and export activities, ensuring compliance with customs regulations and trade laws.
- Prepare and manage documentation for import/export processes (e.g., certificates of origin, shipping documents).
- Coordinate with logistics providers for timely and cost-effective transportation.
- Monitor international shipping schedules and resolve any issues related to customs clearance.

3. Inventory & Material Planning:

- Ensure adequate material availability to support production and customer demand.
- Collaborate with internal teams to manage stock levels and avoid shortages or excess inventory.

4. Cost Optimization:

- Identify inefficiencies in procurement and import-export processes to reduce costs and improve cash flow.

5. Reporting & Compliance:

- Prepare procurement plans and status reports.
- Maintain accurate records of import/export transactions for audits and compliance.
- Handle special projects and tasks as assigned.

Qualifications

- Bachelor's degree or higher in Logistics Management, International Trade, Business Administration, or related fields.
- Minimum 8 years in procurement and import-export operations, preferably in a manufacturing or industrial environment.
- Strong knowledge of procurement principles and international trade regulations.
- Familiarity with customs procedures and documentation.
- Excellent negotiation, communication, and problem-solving skills.
- Fluent in Thai with strong English communication skills; proficiency in Chinese is an advantage.

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Company Description