



PR/109873 | Procurement Head

Job Information

Recruiter

JAC Recruitment India

Job ID

1568034

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 09:02

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

1. Strategic Procurement Planning & Execution

- Develop and implement procurement strategies aligned with operational and production goals.
- Prepare annual procurement budgets, monitor spending, and optimize costs without compromising quality or delivery timelines.
- Collaborate with production, maintenance, and finance teams for material forecasting and procurement scheduling.
- Drive strategic sourcing initiatives to identify cost-saving opportunities and alternative suppliers.
- Prepare and present monthly and quarterly procurement performance reports to management.

2. Supplier Qualification & Development

- Lead new supplier qualification and registration processes, ensuring evaluation of capacity, technical competency, quality systems, and financial stability.
- Maintain an updated and compliant supplier database.
- Build strong supplier relationships to ensure reliability, transparency, and mutual growth.
- Conduct supplier capability assessments and onboarding with cross-functional teams.

3. Supplier Evaluation & Audit

- Implement structured supplier performance evaluation based on quality, cost, delivery, responsiveness, and compliance.
- Coordinate supplier audits covering QMS, CSR, and statutory requirements.
- Collaborate with suppliers to address audit findings and drive continuous improvement.
- Ensure compliance with environmental, labor, and ethical standards.

4. Procurement Operations & Contract Management

- Oversee end-to-end procurement processes from requisition to delivery follow-up.
- Verify purchase invoices and coordinate with finance for timely payments.
- Review and manage supplier contracts, service agreements, and price commitments for legal and commercial compliance.
- Mitigate supply chain risks through alternate sourcing and contingency planning.
- Maintain accurate documentation for audit readiness.

5. Budgeting, Reporting & Cost Control

- Develop and monitor annual procurement budgets aligned with factory financial goals.
- Analyze variances between planned and actual spend, identifying savings opportunities.
- Present periodic procurement and financial reports to management.
- Implement cost reduction strategies through value engineering, negotiation, and process optimization.

6. Quality, Compliance & Governance

- Ensure adherence to QMS standards, CSR guidelines, and statutory regulations in all procurement activities.
- Establish and maintain procurement policies, SOPs, and documentation control systems.
- Conduct internal reviews and liaise with audit teams to close compliance gaps.

7. Team Leadership & Development

- Lead and mentor the procurement team to achieve departmental objectives.
- Conduct training programs on procurement policies, negotiation skills, and compliance practices.
- Foster a culture of continuous learning, accountability, and ethical procurement.
- Identify and develop high-potential employees for succession planning.

Key Skills & Competencies

- Expertise in strategic sourcing, procurement planning, and contract negotiation.
- Strong knowledge of supplier qualification, audits, and compliance standards (QMS, CSR, statutory laws).
- Understanding of construction materials, factory consumables, indirect materials, and services procurement.
- Proven ability in budget management, cost control, and procurement analytics.
- Advanced proficiency in ERP/SAP systems, MS Excel, and reporting tools.
- Excellent leadership, communication, negotiation, and interpersonal skills.
- High integrity, attention to detail, and commitment to compliance and ethics.

Additional Requirements

- Mandatory: Valid Passport.
- Willingness to travel overseas for training.

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Company Description