



PR/118650 | Purchasing Assistant Manager / Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1568994

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 11:01

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

Assemble the electronic circuit panel (PCBA) and the workpiece inspection service before assembly

Job title: Purchasing Assistant Manager/Manager**Business type:** Manufacturing for electronic components**Location:** Bangpoo, Samutprakarn**Job type:** Monday-Friday, Alternative Saturdays, 08:00-17:00 hrs. (+2 hrs. OT everyday)**Responsibilities:**

- Identify, evaluate, and qualify reliable global and local suppliers for critical components (e.g., ICs, Passives, PCBs). Lead negotiations on price, contracts, payment terms, and delivery schedules.
- Develop and implement procurement strategies to mitigate risk (e.g., component obsolescence, supply chain disruptions, commodity price volatility). Align purchasing plans with production forecasts.
- Drive continuous cost reduction and control measures without compromising material quality. Manage the purchasing budget and inventory levels (Min/Max).
- Establish and maintain strong long-term relationships with key suppliers. Conduct regular supplier performance reviews based on quality, delivery, and cost metrics.
- Oversee the efficient use of the ERP/MRP system for Purchase Order (PO) processing and material tracking. Ensure compliance with internal policies and regulatory requirements (e.g., RoHS, REACH).
- Manage and mentor the purchasing team (for Manager role). Collaborate cross-functionally with Engineering, Quality, and Production teams.

Qualifications:

- Manager: 5+ years, with 2+ years in a managerial/supervisory purchasing role. Assistant Manager: 3+ years in a senior purchasing/buyer role.
- Mandatory experience in purchasing direct materials for Electronics/PCBA manufacturing (specifically electronic components like semiconductors, resistors, capacitors, and PCBs).
- Strong ability to read and understand Bill of Materials (BOMs) and technical specifications for electronic components.
- Proficient in using an ERP/MRP system (e.g., SAP, Oracle, SAGE) for purchasing modules.
- Proven track record in supplier negotiation, strategic sourcing, and supply chain risk management.
- Excellent negotiation skills and the ability to communicate fluently in English (written and verbal) to manage international vendors. Chinese is a plus.
- Bachelor's Degree in Supply Chain, Business, Engineering, or a related technical field is required.

Benefits:

- Transportation allowance 70 THB/day
- Bonus, depends on company revenue and performance
- OT (2 hrs./day)
- Diligence allowance 500-700 THB/month
- Free lunch, and dinner
- Night shift allowance 50 THB/day
- Night shift meal allowance 20 THB/day
- Birthday gift allowance 300 THB

How to Apply: If you meet the qualifications and are excited about this opportunity, please submit your resume and a cover letter by click "APPLY" We look forward to hearing from you!

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