



## PR/109997 | PPC Assistant Manager

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1572891

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

February 17th, 2026 11:01

### General Requirements

**Minimum Experience Level**

Over 6 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. Material & Inventory Management

- Oversee receiving operations for SIAP, including Kanban material, sub-assembly items, A-class materials, and spare parts.
- Manage end-to-end inventory of child parts, raw materials, sub-assembly items, finished goods, transit stock, and warehouse materials.
- Implement systematic processes for child-parts offering to QC and handling defect parts in coordination with CFT teams.

## 2. Warehouse Operations & Space Optimization

- Drive space-reduction initiatives by maximizing utilization of available warehouse and shop-floor areas.
- Monitor truck movement and goods flow to support efficient logistics and Just-In-Time (JIT) operations.
- Manage PPC assets including forklifts, trucks, trolleys, bins, and other handling equipment.

## 3. Manpower Planning & Team Management

- Plan and deploy manpower effectively; verify overtime, identify critical manpower needs, and ensure uninterrupted workflow.
- Conduct training sessions for subordinates, including DOJO and team-building activities.
- Facilitate effective communication within the team and with management through structured information-flow methods.

## 4. Systems & Projects

- Utilize SAP (ERP) for material transactions, inventory tracking, and reporting.
- Handle new projects, supporting development activities and ensuring timely execution.

## 5. Safety, 5S, and Compliance

- Identify safety requirements and promote strong adherence to 5S practices across the work area.
- Conduct safety inspections and ensure compliance with internal standards and best practices.

## 6. Meetings, Reporting & Documentation

- Lead and participate in daily/weekly meetings, track action items, and ensure target adherence.
- Prepare professional presentations, maintain documentation, and perform detailed report analysis.

## 7. Defect & Quality Management

- Coordinate with CFT members to investigate defect parts, perform root-cause analysis, and establish corrective actions.
- Develop manuals, SOPs, or rules as required to prevent recurrence.

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## Company Description