



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