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JAC Recruitment Thailand

## PR/119005 | Assistant Procurement Manager

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1577620

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

February 10th, 2026 10:25

### 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

As a total packaging solutions company, we minimize the time and cost of delivering our products to customers, providing the highest quality total packaging products and services. For this purpose, we have established more than 70 offices in 10 countries including Japan, and we utilize the network to provide diverse services tailored to various countries around the world in a speedy manner so that we can quickly respond to customers' requests.

**Position:** Assistant Procurement Manager

**Industry:** Manufacturing, packaging

**Location:** Navanakorn, Pathumthani

**Working days/hours:** Monday-Friday, around 2 Saturdays/month, 08:00-17:00 hrs.

**Responsibilities:**

- Support the implementation of procurement strategies that drive cost-savings and service reliability.
- Prepare procurement plan according to the monthly production plan, and finalizing the procurement after getting approval.
- Keep track on delivery date of sales order materials purchase, the production capacity of new products and the delivery date.
- Implement the policy set up by procurement Asst. Manager e.g. supplier selection criteria, evaluation and assessment including compiling a list of qualified suppliers and conduct supplier audit.
- Sourcing new vendor for the existing product as alternative source, acquire product sample and coordinate between supplier and the design team for the sample approval process.
- Coordinate with Product Engineer Dept., acquire quotation & specification, MOQ, Lead time, including getting product samples, from different supplier for comparisons.
- Generate report PO, Stock and import plan to check and follow up the progress of the order with supplier, pull-in & push out delivery schedule and ensure the cargo will be ready.
- Coordinate with Freight forwarder on shipment schedule, acquire quotation of service and bargain price
- Assist in cost analysis, negotiation and determination of matching prices, and prepare the annual purchase contract.
- Overview the handling of unqualified return, replacement also assist in the prevention.
- Perform regular statistical analysis of the timeliness of the supplier's supply, delivery accuracy and packaging status.
- Prepare forecast report and update to management regularly.
- Review all contracts to align the concerned conditions with related departments, then discuss with suppliers and legal properly.
- Any other task assigned by superior.

**Qualifications:**

- Bachelor degree in Business Management, Engineering or any related field.
- 10 years up of experience in procurement role.
- Minimum 5 years procurement experience in packaging or high technology is preferred, including at least 3 years management level in procurement.
- Good command of English
- Proficient MS Office applications.
- Strong negotiation, communication, and interpersonal skills.
- Excellent analytical and problem-solving abilities.

**Benefits:**

- Food allowance
- Travel allowance
- Shift allowance (depending on position)
- Performance bonus (depending on job position)
- Overtime pay /OT (Specific positions only)
- Performance-based bonus
- Salary adjustment after probationary period
- Annual salary increase
- Allowance for working off-site
- Fuel allowance (Specific positions only)
- Telephone allowance (Specific positions only)
- Maintenance allowance (Specific positions only)
- Funeral assistance allowance
- Financial assistance for marriage / ordination / maternity leave
- Provident fund
- Free rice
- Health insurance benefits (OPD/IPD)
  - Employee OPD 1,200 THB/visit

- Department Head OPD 1,500 THB/visit
- Manager OPD 2,000 THB/visit
  
- Accident insurance / Life insurance
- Employee transportation service
- Employee uniform
- Annual health check-up
- Personal leave / Vacation leave / Ordination leave / Maternity leave

**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.

Privacy Policy Link: <https://www.jac-recruitment.th/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.th/terms-of-use>

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## Company Description