



## PR/110113 | Senior Associate

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1580515

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

April 14th, 2026 02:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Basic

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Primary Role

The role is responsible for managing end-to-end procurement activities for automotive parts, tooling, and equipment across both direct and indirect purchase categories. The position requires strong supplier management, negotiation capability, and inventory control expertise to ensure smooth and cost-effective supply chain operations.

#### Experience & Qualification

##### Required:

- Experience: 6–8 years in procurement or supply chain
- Education: Diploma or Degree in Engineering / Supply Chain Management or a related discipline

##### Preferred Experience:

- Hands-on procurement experience with a four-wheeler or two-wheeler OEM or Tier-1 supplier
- Strong understanding of automotive components, supplier processes, and sourcing methodologies

Principal Areas of Accountability

- Strong knowledge and hands-on experience with the SAP MM Module
- Effective negotiation, vendor management, and supplier relationship skills
- Strong communication skills for seamless cross-functional coordination
- Supplier interaction, performance monitoring, and continuous supplier improvement
- Proficiency in MS Office, especially for preparing presentations and reports
- Managing vendor onboarding including vendor registration and compliance
- Handling Purchase Order (PO) creation, revisions, and supplementary orders
- Coordination with accounts for timely payments, and managing Credit Note/Debit Note (CN/DN)
- Managing Raw Material (RM) inventory and parts stock, ensuring optimal stock levels and accuracy
- Supporting cost optimization initiatives and ensuring compliance with procurement policies

**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