



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

May 12th, 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

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Company Description