



## PR/095657 | Purchasing Manager (Chinese and English)

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1581896

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

April 21st, 2026 05:00

### General Requirements

**Minimum Experience Level**

Over 3 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

**COMPANY OVERVIEW**

Our client is Manufacturing company looking for the Purchasing Manager (Chinese and English) position.

Work Location: Vspj II (Binh Duong)

**JOB RESPONSIBILITIES**

- Calculate the number of staff required based on daily work content and production plan.
- Develop and clarify the organizational structure and assign tasks to departments.
- Manage appropriate inventory based on production plan, confirm order date and delivery of materials based on delivery time.
- Arrange appropriate storage location based on warehouse space.

- Implement cost reduction for purchased items.
- Monitor and guide import and export activities.
- Monitor and guide production progress.
- Set and monitor departmental goals according to company policy.
- Take inventory of materials and consumables.
- Regularly evaluate staff capacity and plan training.
- Closely monitor purchasing processes and costs
- Prepare reports on quality, quantity, price of goods and inventory quantity in accordance with the prescribed time
- Research the market and competitors
- Coordinate with relevant departments to handle situations arising during the purchasing process.
- Advise the Board of Directors in planning purchasing, import and export of goods
- Develop and implement purchasing strategies.
- Manage daily purchasing activities, supervise employees, allocate work.
- Manage supplier relationships and negotiate contracts, prices, terms, etc.
- Maintain supplier database, purchasing records and related documents.

#### JOB REQUIREMENTS

- University degree or higher, priority given to economics/commerce/business administration/law/foreign trade.
- Foreign languages: Business in Chinese and English (Japanese is preferred.)
- Good at office software and SAP
- At least 5 years of experience in a similar position.

#### BENEFITS

- Salary Review, 13th month salary
- Company performance Bonus, Travel Opportunity, Training & Development
- CV in English.
- Onsite interview
- Effective communication and collaboration skill across multiple technical teams and stakeholders.

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Company Description