



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 7th, 2026 12:01

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.

#LI-JACVN

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Company Description