



## PR/119238 | Purchase Material Officer

### Job Information

**Recruiter**

JAC Recruitment Thailand

**Job ID**

1582444

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Thailand

**Salary**

Negotiable, based on experience

**Refreshed**

June 9th, 2026 14:00

### 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

Our client is plastics compounding industry. They are looking for a potential candidate who can fulfil their requirement as following;

Position : Purchasing Material Staff

Location : Pluakdaeng, Rayong

Business Type : Plastics compounding industry

Benefit :

- Salary Total Package 40,000 – 50,000 THB/ month (depend on experience)
- Bonus

Working day Mon – Fri (08.00-17.00)

## Qualifications:

- Bachelor's degree in Logistics&Supply Chain ,Business, Administration ,Engineer or related field.
- Minimum 5 years experience in Purchasing, Procurement,Buyer
- Good communication in English (Communicate with Oversea team).
- Able to use MRP, SAP, or ERP systems is a plus.
- knowledge in Polymer or injection business is preferred

## Job description

- Run MRP for raw materials based on production plans.
- Manage end-to-end purchasing processes for both domestic and international procurement.
- Negotiate with suppliers to secure favorable terms and meet company targets.
- Monitor supplier commitments to ensure timely delivery.
- Contribute to achieving inventory policies and targets.
- Execute MRP activities to ensure raw materials align with the production schedule.
- Oversee the complete purchasing workflow for both local and overseas raw materials.
- Negotiate effectively with suppliers to secure competitive terms and support company objectives.
- Track supplier performance and ensure all materials are delivered on time.
- Help maintain inventory levels in line with company policies and targets.
- Review incoming raw material capacity and optimize utilization accordingly.
- Participate in internal and supplier audits to support quality system compliance.
- Collaborate closely with Warehouse and Production Planning teams on raw material needs.
- Prepare and share a rolling 3-month raw material forecast with suppliers.
- Conduct supplier assessments and manage supplier issue records within SAP.
- Generate monthly reports on delivery performance and supplier evaluations.
- Support processes related to new materials and supplier approvals.
- Take part in stock count activities and inventory accuracy initiatives.
- Update and maintain SOPs, work instructions, and other quality-related documents.
- Review safety stock levels quarterly and adjust as necessary.
- Investigate raw material delivery issues and implement actions to secure backup supply.

**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