



PR/119436 | Purchasing Manager

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1586594

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 07:00

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

Position: Purchasing Manager

Salary: 35,000 – 65,000THB +/- (Negotiable)

Location: Pathum Thani

Our client is a well-known manufacturer and supplier of industrial components, specializing in metal fasteners.

Key Responsibilities of the position:

Procurement, Supplier Management & Supply Chain

- Support end-to-end purchasing activities from requisition to payment, including order placement, delivery tracking, and issue resolution.

- Verify order accuracy against supplier agreements and demand forecasts.
- Ensure supplier tooling meets customer standards through validation and periodic audits.
- Source, assess, and onboard new suppliers; negotiate contracts, pricing, and terms; conduct performance evaluations.
- Negotiate and implement agreements to reduce overall costs in materials, logistics, tooling, and freight.
- Maintain compliance with BOI and import/export regulations by aligning documentation and processes.
- Prepare management reports on purchasing volumes, cost savings, and expense analysis.

Supplier Performance & Documentation Control

- Evaluate supplier performance, request corrective actions, and monitor improvements.
- Manage supplier documentation for new models, customer requirements, and audit readiness.

Additional Responsibilities

- Carry out other tasks as assigned by the Purchasing Manager or senior management.

Qualifications

- Education: Bachelor's degree in Business Administration, Supply Chain, Logistics, or a related discipline.
- At least 5 years of experience in purchasing, sourcing, or supply chain management, preferably within manufacturing (fastener industry will be a plus).
- Strong skills in negotiation, communication, and analysis.
- Knowledge of ISO standards, BOI procedures, and ERP systems.
- Proficient in English (written and spoken).
- Skilled in Microsoft Office, particularly Excel.
- Demonstrated leadership in staff training, problem-solving, and enforcing procurement protocols.

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Company Description