



## PR/110352 | Spare Parts Management Executive

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599478

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:25

### General Requirements

**Minimum Experience Level**

Over 3 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

#### Spare Parts Management Executive

##### Key Responsibilities

- Daily SAP data entry and operation for supply parts.
- Maintain and manage parts master data in SAP, including.
- Support shipping and packaging of repaired parts • Manage supply parts warehouses in Gurugram & Pune (occasional travel required)
- Assist factory warehouse inventory operations
- GST understanding and E-invoice preparation
- Regular communication with customers for part orders, dispatch & payment collection
- Coordination with logistics vendors regarding part deliveries • Monitor stock levels and ensure timely replenishment of

spare parts.

- Proficient in SAP data entry, stock transfers, and goods movement transactions.
- Support audit activities by providing necessary stock and transaction data.
- Ensure compliance with company policies.
- Knowledge of purchase order processing, GRN (Goods Receipt Note), invoice posting, and vendor management in SAP.
- Competency in SAP reporting tools (e.g., extracting MIS, custom reports).
- Track shipment status and proactively resolve delays or discrepancies with vendors.
- Prepare periodic MIS reports on inventory, order fulfilment, and logistics costs.
- Implement and support process improvements for efficient warehouse and logistics operations.

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## Company Description