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JAC Recruitment India

PR/110388 | Junior Executive - MM

Job Information

Recruiter

JAC Recruitment India

Job ID

1599498

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 7th, 2026 18:00

General Requirements

Minimum Experience Level

Over 1 year

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

Job Roles and Responsibility:

- As a production management staff member at a machine tool manufacturer, you will be responsible for ensuring the smooth and efficient flow of materials and information throughout the manufacturing process.
- Your main duties will involve coordinating procurement activities primarily with our Japanese parent company.
- Managing inventory and warehouse operations, and supporting various administrative tasks related to production control.
- Effective communication and close collaboration with both internal teams and external stakeholders are essential for this role.
- • Inventory management (maintaining appropriate inventory levels, preventing shortages and excess)
- • Responsible for procurement of parts and materials (ordering, delivery management, supplier coordination)

- Responsible for delivery coordination and effective communication with the Japanese parent company, which is the primary procurement source
- Administrative tasks related to production management (handling design changes, BOM management, cost management, drawing management)

Job Desire:

- Practical experience in in ordering and delivery management of production parts. Want To Understand of the entire supply chain.
- SAP, Microsoft Office (Power Point, Excel (Basic operation: Look function), Word) Want Inventory Management), Excel (Advanced Operations: Power Query, VBA), Data Base.
- Practical experience in production management, procurement and inventory control Want Experience in improvement projects related to production management, procurement and inventory control.

Education:

- Degree/diploma in the related field

Location: Tumkur, Karnataka

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Company Description