



## PR/110398 | Assistant Manager Purchase / Procurement

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599505

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:25

### General Requirements

**Minimum Experience Level**

Over 6 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:**

The company is engaged in the manufacturing and supply of Auto components manufacturing Motor vehicle parts production

**Job Responsibilities:**

- Manage end-to-end procurement of direct raw materials such as SUS, pipes, steel, and other production materials.
- Handle procurement of indirect materials, consumables, MRO (Maintenance, Repair & Operations) items, services, and CAPEX requirements.
- Perform supplier sourcing, development, evaluation, and performance management.
- Identify, develop, and source vendors across India and global markets based on business needs.
- Lead price negotiations, implementation, and settlement with raw material suppliers.
- Handle RFI (Request for Information), RFQ (Request for Quotation), techno-commercial evaluation, and supplier selection.

- Plan and manage supplier audits and ensure closure of NCs (Non-Conformities) and CAPA (Corrective and Preventive Actions).
- Manage contract drafting, commercial agreements, and compliance monitoring.
- Ensure adherence to purchasing systems, procedures, and organizational procurement policies.
- Handle SCR (Supplier Change Request) / PCR (Process Change Request) activities and supplier change management.
- Support and handle customer audits and internal audits related to procurement and purchasing functions.
- Drive cost reduction initiatives (CR), VAVE (Value Analysis & Value Engineering), Kaizen, localization, alternate sourcing, and continuous improvement projects.
- Work in line with TPS (Toyota Production System) / Lean procurement practices, including JIT (Just-In-Time), waste elimination, and process standardization.
- Support yield improvement and material optimization initiatives in coordination with suppliers and internal teams.
- Develop and maintain SOPs (Standard Operating Procedures), manuals, and process standardization.
- Manage team activities, mentoring, capability building, and training.
- Handle ERP-based procurement process management.
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**Job Requirement:**

- Qualification: B.tech
- Experience: 7 - 8 Year

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Company Description