



PR/110651 | Sr. Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1607682

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:30

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

Company Overview:

The company is a leading Japanese manufacturer of high-quality steel pipes and tubes. Its products are widely used in the automotive, construction, infrastructure, engineering, and industrial sectors. The company is known for its advanced manufacturing technology, strict quality standards, and reliable products that serve customers around the world.

Job Responsibilities:

- Understand and analyze the requirements of user departments and ensure timely procurement support.
- Float RFQs (Request for Quotations), obtain vendor quotations, prepare cost comparison statements, and conduct price negotiations to achieve cost-effective procurement.
- Prepare Purchase Orders (POs), obtain necessary approvals, and issue approved orders to vendors.
- Manage challans and E-way bills, ensure proper reconciliation, and close transactions with accurate documentation.

Job Requirement:

- Qualification: Diploma
- Experience: 3 - 4 Year

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Company Description