



PR/120236 | Purchase and Planning Officer

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1607777

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:38

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities

- Manage material planning and purchasing activities to ensure sufficient raw material supply for production.
- Run MRP, monitor inventory levels, safety stock, and demand forecasts.
- Coordinate with Production Planning, Warehouse, Quality, and suppliers to support smooth operations.
- Handle domestic and international purchasing, supplier negotiations, and delivery performance.
- Monitor inventory targets, material shortages, and implement contingency plans when needed.
- Prepare planning, inventory, and supplier performance reports while maintaining SAP/ERP data accuracy.
- Support audits, supplier evaluations, and continuous process improvement activities.

Qualifications

- Bachelor's degree in Supply Chain, Logistics, Industrial Engineering, Business Administration, or related fields.
- At least 3-5 years of experience in Purchasing, Material Planning, Inventory Control, or Supply Chain.
- Knowledge of MRP, inventory management, and ERP/SAP systems.
- Good analytical and problem-solving skills
- Good command of English for supplier and cross-functional coordination.

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Company Description