



PR/110668 | Deputy Manager- Procurement

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1609429

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 03:00

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

Position Summary

Responsible for managing procurement operations, import procurement, SAP MM processes, vendor management, and procurement governance in a manufacturing environment. The role supports cost-effective sourcing, regulatory compliance, supplier performance, and strong internal controls while maintaining the highest standards of integrity and confidentiality.

Key Responsibilities

- Manage procurement of direct/indirect materials, services, spares, consumables, and equipment.
- Handle RFQs, vendor selection, price negotiations, PO issuance, and delivery follow-up.
- Coordinate import procurement, customs clearance, CHA/freight forwarders, and import documentation.
- Ensure compliance with customs, DGFT, BIS, and other applicable regulations.
- Utilize SAP MM for PR, PO, vendor/master data, GR, invoice matching, and reporting.
- Monitor procurement KPIs, cost trends, open POs, and process compliance.

- Lead vendor onboarding, evaluation, performance monitoring, and risk assessment.
- Drive cost optimization, supplier development, localization, and process improvements.
- Support audits, procurement governance, fraud prevention, and policy compliance.
- Prepare management reports on procurement performance, savings, risks, and import status.
- Support the HOD in team supervision, planning, and procurement strategy execution.

Qualification & Experience

- Bachelor's degree in Engineering, Commerce, Supply Chain, Logistics, Business Administration, or related field. MBA/PGDM preferred.
- 8-12 years of experience in procurement, supply chain, import purchasing, or vendor management in a manufacturing environment.
- Strong hands-on experience in SAP MM.
- Knowledge of import procedures, customs documentation, HS codes, and regulatory compliance.
- Experience in vendor management, commercial negotiations, and procurement audits.
- Strong analytical, communication, negotiation, and reporting skills.

Key Competencies

- Procurement & Vendor Management
- SAP MM Expertise
- Import & Customs Compliance
- Cost Control & Negotiation
- Procurement Governance & Risk Management
- Audit & Compliance Orientation
- Leadership & Cross-functional Coordination
- Integrity, Ethics & Confidentiality

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description