



PR/120612 | ASSISTANT PURCHASING MANAGER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1618573

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:25

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Daily Conversation Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is Automotive manufacturing industry. They are looking for a potential candidate who can fulfill their requirement as following;

Position : Purchasing Assistant Manager

Location : Pluak Deng ,Rayong

Business Type : Automotive part

Working day : Mon – Fri

Benefit :

- Total Salary Package: 40,000 – 50,000 THB/ month (negotiate depend on experience)

- Bonus.

Qualifications:

- Bachelor's degree in Logistic & Supply Chain Management, engineering or related field.
- At least 3-5 years experience in Management to handle Supply chain, Purchasing, material planning, , W Import-Export&logistics in Automotive Manufacturing industries.
- Strong in English communication.
- Strong Purchasing ,negotiation, analytical and interpersonal skills.
- Knowledge in ERP system.
- Experience managing and improving supply chain data, information and processes.
- Proven leadership skills with the ability to motivate, manage, and develop a team.
- Strong command of English communication, both written and spoken, to work effectively with international suppliers.

Job description

- Support and execute purchasing strategies aligned with company objectives.
- Source and evaluate new suppliers for direct and indirect materials.
- Manage supplier relationships and monitor supplier performance (QCD: Quality, Cost, Delivery).
- Conduct price negotiations and commercial discussions with suppliers.
- Handle annual cost reduction initiatives and procurement projects.
- Monitor market trends, material costs, and supply risks.
- Analyze spending and identify cost-saving opportunities.
- Lead RFQ/RFP processes and supplier selection activities.
- Support supplier localization and dual sourcing initiatives.
- Prepare cost analysis, benchmarking, and budget forecasts.
- Ensure timely purchasing of materials, parts, and services to support production schedules.
- Monitor purchase orders and supplier delivery performance.
- Resolve supply shortages, delivery delays, and quality issues.
- Coordinate with Planning, Warehouse, Production, and Logistics teams.
- Conduct supplier audits and evaluations.
- Support supplier development programs and corrective action plans.
- Ensure compliance with company procurement policies and automotive industry standards.
- Support the management and development of purchasing team members.
- Prepare procurement reports, KPI analysis, and management presentations.
- Assist in process improvement and digitalization initiatives.

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Company Description