

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
November 3rd, 2026 08:00

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.

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.

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Company Description