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Job Information

Recruiter
JAC Recruitment India

Job ID
1623408

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:30

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Purpose of the Role

We are seeking a proactive and detail-oriented professional to strengthen procurement control, vendor coordination, material tracking, and delivery management for our project-based machinery manufacturing business. This role goes beyond routine purchasing and focuses on ensuring timely availability of materials through effective management of open purchase orders, vendor progress, critical items, and supply risks. The position offers direct exposure to management and opportunities to grow within strategic procurement and supply chain management.

Key Responsibilities

- Monitor and control **Open Purchase Orders (POs)**, delivery commitments, actual delivery status, and delays.
- Identify and track **critical materials and components** that may impact production, assembly, FAT, dispatch, or customer delivery schedules.

- Maintain and regularly update a **Critical Item Tracker**, highlighting risks and escalation requirements.
- Assess material availability and proactively identify potential shortages before production or assembly activities commence.
- Coordinate with Design and Engineering teams to review BOMs and ensure all required items are procured on time.
- Follow up with suppliers for fabrication, machining, bought-out components, motors, gearboxes, hydraulic and electrical items, and other project materials.
- Conduct vendor visits, when required, to verify actual manufacturing and delivery progress.
- Work closely with Quality, Production, and Assembly teams to resolve inspection issues, rework requirements, shortages, and urgent material needs.
- Monitor vendor performance related to delivery, quality, and responsiveness.
- Support new vendor identification, evaluation, and development activities.
- Prepare and present weekly procurement status reports to management.

Required Skills & Experience

- Experience in procurement or supply chain operations within **project-based manufacturing environments**.
- Good understanding of fabrication, machining, industrial components, bought-out items, electrical, hydraulic, motor, and gearbox procurement.
- Ability to read and understand **BOMs (Bill of Materials)** and convert requirements into procurement actions.
- Strong vendor follow-up, coordination, and progress-tracking capabilities.
- Proficiency in **Microsoft Excel or Google Sheets** for reporting and tracking.
- Good written and verbal communication skills in English.
- Ability to manage multiple priorities and escalate risks proactively.

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