



PR/109514 | Assistant Manager - Procurement

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1552447

業種

その他（メーカー）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年07月22日 10:19

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Roles and Responsibilities: -

- Procurement and Document Management: Must have skills in managing the Procurement department and handling documents management.
- Planning: Must create an annual procurement plan and a monthly plan. Based on these plans, discuss with each supplier to ensure proper material preparation.
- Supplier Management: Manage suppliers' lead times and address quality issues. If a quality issue is significant, escalate it to the QA/QC department.
- Purchase Processing: Create an actual Ringi as a purchase application, issue the Purchase Order (PO), and upon receiving the material, issue a payment request through the system according to the terms and conditions.

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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会社説明