



## PR/095100 | Purchasing Manager

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1556256

#### 業種

その他（メーカー）

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2025年12月16日 15:00

### 応募必要条件

#### キャリアレベル

中途経験者レベル

#### 英語レベル

無し

#### 日本語レベル

無し

#### 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

#### COMPANY OVERVIEW

Our client is looking for the Purchasing Manager position.

Work Location: Vsip2 - Binh Duong city

#### JOB RESPONSIBILITIES

- Calculate the number of staff required based on daily work content and production plan.
- Develop and clarify the organizational structure and assign tasks to departments.
- Manage appropriate inventory based on production plan, confirm order date and delivery of materials based on delivery time.

- Arrange appropriate storage location based on warehouse space.
- Implement cost reduction for purchased items.
- Monitor and guide import and export activities.
- Monitor and guide production progress.
- Set and monitor departmental goals according to company policy.
- Take inventory of materials and consumables.
- Regularly evaluate staff capacity and plan training.
- Closely monitor purchasing processes and costs
- Prepare reports on quality, quantity, price of goods and inventory quantity in accordance with the prescribed time.
- Research the market and competitors.
- Coordinate with relevant departments to handle situations arising during the purchasing process.
- Advise the Board of Directors in planning purchasing, import and export of goods.
- Develop and implement purchasing strategies.
- Manage daily purchasing activities, supervise employees, allocate work.
- Manage supplier relationships and negotiate contracts, prices, terms, etc.
- Maintain supplier database, purchasing records and related documents.

#### JOB REQUIREMENTS

- University degree or higher, priority given to economics/commerce/business administration/law/foreign trade.
- **Foreign languages: fluent in Chinese and English**, Japanese preferred.
- Good at office software and SAP
- **At least 5 years of experience** in a similar position.

#### BENEFITS

- Have Shuttle bus from HCM city and Dong Nai city
- Salary Review, 13th month salary
- Company performance Bonus, Travel Opportunity, Training & Development, Lunch Support
- Interview: Interview 2 time

#LI-JACVN

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