



## 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08月26日 10:15

### 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

#### 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

**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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

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会社説明