



PR/095657 | Purchasing Manager (Chinese and English)

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1581896

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

2026年05月05日 14:00

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

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 Manufacturing company looking for the Purchasing Manager (Chinese and English) position.

Work Location: Vspj II (Binh Duong)

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: Business in Chinese and English (Japanese is preferred.)
- Good at office software and SAP
- At least 5 years of experience in a similar position.

BENEFITS

- Salary Review, 13th month salary
- Company performance Bonus, Travel Opportunity, Training & Development
- CV in English.
- Onsite interview
- Effective communication and collaboration skill across multiple technical teams and stakeholders.

#LI-JACVN

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会社説明