



PR/110388 | Junior Executive - MM

#### 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

1599498

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

2026年06月26日 11:25

#### 応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

基礎会話レベル

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

##### Job Roles and Responsibility:

- As a production management staff member at a machine tool manufacturer, you will be responsible for ensuring the smooth and efficient flow of materials and information throughout the manufacturing process.
- Your main duties will involve coordinating procurement activities primarily with our Japanese parent company.
- Managing inventory and warehouse operations, and supporting various administrative tasks related to production control.
- Effective communication and close collaboration with both internal teams and external stakeholders are essential for this role.
- • Inventory management (maintaining appropriate inventory levels, preventing shortages and excess)
- • Responsible for procurement of parts and materials (ordering, delivery management, supplier coordination)

- Responsible for delivery coordination and effective communication with the Japanese parent company, which is the primary procurement source
- Administrative tasks related to production management (handling design changes, BOM management, cost management, drawing management)

**Job Desire:**

- Practical experience in ordering and delivery management of production parts. Want To Understand of the entire supply chain.
- SAP, Microsoft Office (Power Point, Excel (Basic operation: Look function), Word) Want Inventory Management ), Excel (Advanced Operations: Power Query, VBA), Data Base.
- Practical experience in production management, procurement and inventory control Want Experience in improvement projects related to production management, procurement and inventory control.

**Education:**

- Degree/diploma in the related field

**Location:** Tumkur, Karnataka

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会社説明