



PR/110651 | Sr. Executive

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

1607682

業種

自動車・自動車部品

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09月01日 07:00

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:

The company is a leading Japanese manufacturer of high-quality steel pipes and tubes. Its products are widely used in the automotive, construction, infrastructure, engineering, and industrial sectors. The company is known for its advanced manufacturing technology, strict quality standards, and reliable products that serve customers around the world.

Job Responsibilities:

- Understand and analyze the requirements of user departments and ensure timely procurement support.
- Float RFQs (Request for Quotations), obtain vendor quotations, prepare cost comparison statements, and conduct price negotiations to achieve cost-effective procurement.
- Prepare Purchase Orders (POs), obtain necessary approvals, and issue approved orders to vendors.
- Manage challans and E-way bills, ensure proper reconciliation, and close transactions with accurate documentation.

Job Requirement:

- Qualification: Diploma
- Experience: 3 - 4 Year

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会社説明