



PR/115581 | Purchasing Staff

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504121

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:39

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is Trading Automotive industry. They are looking for potential candidate who can fulfil their requirement as following;

Position : Purchasing staff
Location : Leamchabang,Chonburi
Business Type : Automotive industry
Working day : Mon – Fri 08.30-17.30

Benefit :

- Salary: Total Package 20,000 – 30,000 THB/month(Depend on experience)
Allowance : Housing,position
No shuttle bus
Bonus 5-6 Month

Qualifications:

- Bachelor's degree in supply chain, Business Admin, Engineering, or any related field.
At least 3 years of Experience in Purchase, Procurement in the Manufacturing field.
Good command in English (TOEIC Score)

**Job description**

- Track orders and ensure timely delivery.
- Coordinate with client, supplier, and department concerns in Overseas.
- Review the quality of purchased products and the performance of suppliers.
- Maintain updated records of purchased orders, delivery information, and invoices.
- Monitor stock levels and place orders as needed.
- Follow up purchase order confirmation from vendor, issue purchase order, and keep track of delivery.
- Track orders and ensure timely delivery.
- To coordinate & solve any issues/problems/technical with client's requirements for smooth of operations.

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Company Description