



PR/109160 | Purchase Executive (Fastener Industry)

Job Information

Recruiter

JAC Recruitment India

Job ID

1527355

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 1st, 2025 12:01

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

Job Description:

- **Purchase Orders:** Prepare purchase orders (PO) based on customer forecasts.
- **Procurement:** Procure materials from vendors based on issued POs and maintain effective communication with them.
- **Vendor Development:** Develop new vendors for the supply of fasteners.
- **Reporting:** Report to the Deputy Manager of Purchase.

Skills Required:

- **Qualification:** B-Tech (Mechanical) or equivalent
- **Experience:** 4-5 years in the purchase department, preferably from the fastener industry
- Good communication skills

