



## PR/109160 | Purchase Executive (Fastener Industry)

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1528577

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

March 25th, 2025 11:23

### 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

