



## PR/158712 | Procurement Executive - Mandarin Speaker

### Job Information

**Recruiter**
[JAC Recruitment Malaysia](#)
**Job ID**

1536661

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2025 16:03

### 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

**Company and Job Overview**

Our client is a multinational electronics firm, based in Petaling Jaya, is seeking for a junior procurement professional. The chosen candidate will be handling the administration of registering vendors in the management system, maintaining the accuracy of the vendor database, entering data and documents into the system, and handling any additional administrative tasks assigned by the procurement manager.

### Job Responsibilities

- Verify the accuracy and completeness of documents submitted by applicants.
- Communicate effectively with applicants to obtain any pending documents or further verification on the application.
- Register data and documents into the system.
- Assist with audit-related documentation as needed.

## Job Requirements

- Excellent verbal and written communication skills in Mandarin, to liaise with vendors from China.
- Ability to meet deadlines and take ownership of tasks.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Only Malaysian citizens are considered at this time

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## Company Description