



PR/158594 | Purchasing executive

Job Information

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

1540850

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 21:00

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

This role will be responsible for the purchasing of assigned categories of goods and services. This role involves sourcing and evaluating suppliers, negotiating contracts, managing orders, and ensuring timely delivery

Job Responsibilities

- Issue and manage Purchase Orders (PO), Goods Receive Notes (GRN), and Purchase Invoices (PI).
- Ensure timely and accurate processing of purchase orders, monitoring and follow up on daily material orders and deliveries with suppliers and receiving departments.
- Identify, evaluate, and select suppliers based on price, quality, and delivery speed.
- Establish and maintain strong relationships with suppliers and subcontractors.
- Develop and maintain a vendor performance system

- Coordinate with the inventory team and management for physical count activities to ensure alignment between purchasing and inventory need
- Monitor compliance with contractual terms and conditions

Job Requirements

- At least a Diploma Holder, preferably experience with at least 1 year in a purchasing role or a related field
- Strong computer skills, including proficiency in procurement software and Microsoft Office Suite
- Able to be base in Batu Kawan, Penang

Company Description