



PR/159000 | Purchaser

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1541062

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:41

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

A leading provider of efficient water and air fluidity solutions in Southeast Asia is looking for Purchaser to be part of their team in Penang.

Job Responsibilities

- Assist in sourcing, negotiating, and purchasing materials, supplies, and services according to company requirements
- Prepare and issue Purchase Orders (PO) accurately and timely.
- Follow up with suppliers on order confirmations, delivery schedules, and shipment tracking.
- Coordinate closely with internal departments such as sales team, production, planning, and warehouse to ensure material requirements are met.
- Maintain and update supplier information, pricing records, and purchase databases

Job Requirement

- Diploma or Bachelor's Degree in Business Administration, Supply Chain Management, or related field.
 - 1 to 2 years of relevant purchasing or procurement experience
 - Good negotiation, communication, and interpersonal skills.
 - High attention to detail, organized, and able to work under pressure.
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Company Description