



## PR/159194 | Purchasing Executive

### Job Information

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

1545435

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 10:36

### 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

A manufacturing company specializing in advanced construction materials is seeking a Purchasing Executive. The role will be responsible for sourcing and procuring raw materials.

#### Job Responsibilities

- Ensure purchasing procedures and records adhere to ISO 9001, 14001, and 45001 standards
- Source raw materials based on technical specifications, negotiate the best price quotes (minimum of 2 suppliers), and secure maximum credit terms
- Coordinate with the Operation department to plan stock orders and maintain optimal levels of raw materials and finished goods
- Collaborate closely with the Technical and Sales departments for raw materials savings, product rationalization, sales forecasts, urgent orders, and production planning
- Periodically update purchasing prices, review contracts, manage CEPT applications, monitor import/export licenses, assist with MSDS, and liaise with government agencies.

### Job Requirements

- Degree/ Diploma in Purchasing/ Chemistry/ Business Administration or any related field
- Minimum of 3 years in purchasing role, preferably in chemicals or construction materials
- Knowledge in import shipment: import permit, duty/SST exemption
- Proficient in Microsoft Office
- Proactive, strong negotiation and interpersonal skills, excellent organizational ability, and a team player

Interested applicants, feel free to click [APPLY NOW](#).

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### Company Description