



## PR/159245 | Procurement Executive

### Job Information

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

1546515

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

July 1st, 2025 17:43

### 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 prominent manufacturing plant in South-East Asia, specializing in a diverse range of electronic products. They are currently seeking an experienced Embedded Software Developer to join their team.

#### Job Responsibilities

- Update stock movement status (inbound/outbound) for all materials.
- Support stock reconciliations, audits.
- Assist with K1, K9, M4 checking and finance documentation\ Input delivery orders and maintain daily records.
- Track shipping docs, delivery schedules, and supplier communications.
- Check and record invoices for validation.

- Support PO and DO document flow with accuracy.
- Assist in material planning sheets and routine procurement trackers.
- Maintain accurate planning data and assist with report preparation.
- Liaise with Warehouse for stock status.
- Coordinate with Finance on invoice processing.

#### Job Requirements

- Must possess at least a diploma in marketing or a similar field.
- At least 2 years of experience in inventory control, preferably in the manufacturing industry.
- Excellent communication and interpersonal skills to collaborate effectively with cross-functional teams.
- Ability to work in a fast-paced environment and adapt to changing priorities.

Interested applicants, feel free to click **APPLY NOW**.  
#LI-JACMY

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#### Company Description