



## PR/159122 | Senior Procurement Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1548108

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:35

### 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

An assembly and fabrication facility in Kedah is looking for Senior Procurement Executive with experience in metal machining industry.

#### Job Responsibilities

- Source and identify potential suppliers to perform outsourcing activities
- Participate in benchmarking exercises to evaluate industry standards, select new suppliers, and manage supplier site certification programs.
- Lead the development and implementation of outsourcing management strategies.
- Oversee supplier qualification and assessment to ensure they meet the criteria for the approved vendor list (AVL).
- Maintain close communication with suppliers regarding their production capacities, readiness, and material supply.
- Provide input for outsourcing activities and manage contract documentation and administration.
- Handle the management of assigned outsourcing packages, including budget and cost control, and negotiate disputes in the best interest of the company according to contract provisions.
- Review standard subcontracts to ensure compliance with contracting policies before execution.
- Prepare project-specific flow-downs from the prime contract.

#### Job Requirement

- Bachelor Degree of equivalent
- Minimum of 2 years in outsourcing role, preferably in Metal Machining
- Extensive knowledge of outsourcing activities, specifically for metal machining
- Ability to work independently and adapt to a fast paced and changing environment
- Good communication skills in English and Mandarin is required to communicate with China counterpart.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description