



PR/159373 | Purchasing Assistant Manager (Automotive Industry)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1553352

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 10:52

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 Overview: -

Our client is a well-established automotive manufacturer with strong presence in Malaysia. They are currently seeking an experienced Purchasing Assistant Manager to join their procurement team and drive improvements in MRO and indirect purchasing operations.

Location: Bangi, Selangor

Job Summary: -

We are looking for a Purchasing Assistant Manager to support and oversee the procurement of Maintenance, Repair, and Operations (MRO) supplies and services. This role is critical in ensuring timely, cost-effective, and quality sourcing to support business operations. The successful candidate will lead a small purchasing team, manage supplier relationships, and drive continuous improvement in procurement practices while ensuring compliance with company policies and industry standards.

Key Responsibilities :

- Ensure all procurement activities are in line with company policies, legal regulations, and industry best practices.

- Identify cost-saving opportunities through strategic sourcing and process improvements to meet financial targets.
- Plan and execute sourcing strategies for MRO supplies and services to improve supply chain efficiency and reduce costs.
- Evaluate, select, and manage suppliers. Negotiate contracts and ensure service quality, timely delivery, and cost effectiveness.
- Guide and support the MRO purchasing team. Foster a positive and high-performing work environment through mentoring and coaching.
- Continuously review and enhance procurement processes, tools, and systems to improve effectiveness and productivity.
- Support procurement needs from internal departments and resolve urgent sourcing issues effectively and promptly.
- Prepare regular reports on purchasing activities, supplier performance, and cost savings for management review.

Job Requirements: -

- Degree or Diploma in Business Administration, Supply Chain, or any related field.
- **At least 7 years of working experience in procurement, with minimum 5 years in a supervisory or team lead role.**
- Experience in automotive manufacturing industry is an added advantage.
- Strong leadership and people management skills.
- Excellent negotiation, communication, and problem-solving abilities.
- Strong understanding of procurement compliance and contract management.
- Able to work independently and make sound decisions under pressure

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#Countrymalaysia

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Company Description