



PR/159377 | PURCHASING SPECIALIST

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1553818

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 15:00

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

A company in the chemical technology sector in Pasir Gudang, Johor, is hiring for a Procurement Specialist position. This organization is expanding its operations in Malaysia and is seeking a skilled professional to support its procurement activities for new projects and ongoing production.

Job Description

- Manage daily procurement activities including RFQs, contract initiation, PO processing, and supplier negotiations.
- Coordinate with internal departments to resolve quality issues and optimize inventory levels.
- Source and develop new suppliers locally and internationally, maintaining an approved vendor list.
- Monitor supplier performance and ensure timely delivery and effective aftersales service.
- Ensure procurement practices comply with Malaysian regulations and internal policies.
- Maintain accurate documentation and enforce confidentiality protocols.

- Support additional tasks as assigned by the purchasing manager or supervisor.

Qualifications

- University degree in Mechanical or Electrical Engineering, or a related field.
- Minimum 3 years of experience in procurement; experience in the chemical industry is a plus.
- Familiarity with Malaysia's MRO market and supply sources.
- Strong knowledge of mechanical, electrical, and hardware commodities.
- Proficient in communication, negotiation, and sourcing; skilled in MS Office and ERP systems.

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Company Description