



PR/159558 | Buyer

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1562348

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 21st, 2025 10:10

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client, a U.S.-based global leader in the design and manufacture of semiconductor process equipment, is seeking to fill a Buyer position. The successful candidate will be responsible for procuring equipment, sub-assemblies, components, and services in alignment with defined standards for quality, delivery, pricing, and total cost

Job Responsibilities

- Place direct and indirect purchase orders for assigned vendors or commodities using MRP or other planning strategies.
- Manage the full lifecycle of purchase orders, from requisition receipt and order placement to handling expedites, reschedules, cancellations, and past-due orders.
- Oversee the acceptance of materials into stock and resolve any invoice discrepancies.
- Process rejected materials and returns in accordance with MRB guidelines, ensuring root cause analysis and corrective actions are implemented as needed.
- Coordinate Engineering Change Requests (ECRs) and Engineering Change Orders (ECOs) to ensure timely and accurate execution.
- Request vendor quotations and negotiate for optimal total cost, considering price, lead time, delivery, and service quality.
- Communicate clearly and consistently, both verbally and in writing, to convey expectations, requirements, and issues to suppliers and cross-functional stakeholders.

- Proactively identify and resolve supply chain challenges within delegated authority, escalating to management only after thorough independent assessment and resolution attempts.
- Support and lead global sourcing strategies and continuous improvement initiatives. Facilitate productive working sessions and effectively engage middle and upper management when needed.
- Manage supplier relationships and performance to align with company goals and expectations.
- Maintain and contribute to the development of data that supports the effectiveness of company systems and processes.

Job Requirements

- Bachelor Degree in Business, Logistics or Supply Chain preferred
- Minimum two years of buying experience in a semi-conductor equipment manufacturing or high technology environment.
- Outsourcing and management skills in controlling and negotiating with Contract Manufacturers, piece-parts suppliers.
- SAP user experience especially for MM/PM module and know-how of execution in an MRP system
- Strong knowledge of MS Office/ proficient in Excel and comprehensive computer skills required

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

Company Description