



PR/159723 | Procurement Assistant Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1563166

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 25th, 2025 22:00

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

Company and Job Overview

An automotive parts manufacturer is currently seeking a **Procurement Assistant Manager** to join their pioneering team. The role involves managing strategic sourcing, supplier negotiations, and ensuring timely procurement of materials to support production excellence.

Job Responsibilities

- Manage procurement of raw materials, components, equipment, and supplies to support production and operations.
- Issue purchase orders and ensure timely delivery in compliance with contractual terms and specifications.
- Negotiate pricing, payment terms, delivery schedules, and contractual conditions with suppliers.
- Collaborate with engineering, quality, planning, and warehouse teams to ensure smooth order processing and inventory flow.
- Ensure all procurement documentation complies with **IATF 16949** automotive quality management system standards.

Job Requirements

- Minimum 3 years of relevant purchasing experience, preferably in manufacturing or international sourcing.

- Proficient in Microsoft Office; experience with ERP systems is an advantage.
- Strong negotiation, communication, and coordination skills.
- Language proficiency: Fluent in both **Mandarin** and **English** (for effective communication with Chinese and international suppliers).

#LI-JACMY

#countrymalaysia

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Company Description