



## PR/159373 | Purchasing Assistant Manager (Automotive Industry)

### Job Information

**Recruiter**

[JAC Recruitment Malaysia](#)

**Job ID**

1567431

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 30th, 2025 10:01

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**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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**Company Description**