



PR/160046 | Purchasing & Logistics Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1574845

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 10:54

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Malaysian personal care and fragrance company is seeking a **Purchasing & Logistics Executive** to join the team. This role involves Manage end-to-end purchasing, supplier coordination, logistics, warehouse operations, inventory control, and stock planning to ensure smooth, cost-effective, and timely operations.

JOB RESPONSIBILITIES

- Manage purchasing needs, negotiate with suppliers, issue and track POs, and monitor supplier performance.
- Coordinate inbound and outbound shipments, liaise with logistics partners, and resolve delivery issues.
- Oversee receiving and dispatch, conduct stock checks, maintain records, and ensure warehouse safety.
- Support stock forecasts, track lead times, and flag out-of-stock or overstock risks early.

- Prepare and maintain PO, DO, invoices, packing lists, and stock reports.

JOB REQUIREMENTS

- Diploma or Degree in Supply Chain, Business Administration, or related field.
- 1–3 years' experience in procurement, logistics, or inventory (FMCG/retail will be advantage).
- Good communication and coordination skills.
- Good Excel / Google Sheets skills with strong attention to detail.

#LI-JACMY

#countrymalaysia

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Company Description