



## 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