



PR/160053 | PURCHASING SENIOR EXECUTIVE

Job Information

Recruiter

[JAC Recruitment Malaysia](#)

Job ID

1574847

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 10:55

General Requirements

Minimum Experience Level

Over 3 years

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

Our client is a new start up food manufacturing company with plant in Gelang Patah, Johor Bahru. They are seeking a detail-oriented and proactive Purchaser cum Planner to support our procurement and production planning activities. This role is critical in ensuring timely supply of raw materials and smooth production flow within our food manufacturing operations.

Key Responsibilities

Purchasing Duties

- Source, evaluate, and negotiate with suppliers for raw materials, packaging, and operational supplies.
- Ensure timely procurement to support production schedules and prevent operational delays.
- Monitor supplier performance and maintain strong vendor relationships.
- Prepare and process purchase orders with complete documentation and required approvals.
- Coordinate with Finance on invoice verification, GRN matching, and payment matters.
- Handle import/export documentation, customs clearance, and ensure compliance with regulatory requirements.
- Ensure adherence to Free Trade Agreement (FTA) requirements and maintain proper documentation for preferential tariff claims.

Planning Duties

- Develop, update, and monitor production plans based on sales forecasts, demand, and inventory levels.
- Track stock levels and coordinate closely with warehouse and production teams to avoid shortages or overstocking.

- Plan and schedule incoming deliveries to meet production timelines efficiently.
- Analyze material usage trends and adjust planning strategies accordingly.
- Collaborate with Sales, Production, and Logistics teams to ensure smooth and optimized operations.

Requirements

- Diploma/Degree in Supply Chain, Logistics, Business, or a related field.
- Minimum 2–3 years of experience in purchasing and production planning, preferably in a manufacturing environment.
- Excellent negotiation, communication, and analytical skills.
- Able to work in a fast-paced environment, manage multiple tasks, and meet tight deadlines.
- Detail-oriented, organized, and able to work independently with minimal supervision.

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Company Description