



PR/160216 | Purchasing Manager (Electronics Industry)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1581809

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 12:00

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

An established Japanese company in Penang is looking for Procurement Manager to oversee the procurement department covering purchasing and sourcing functions.

Job Responsibilities

- Monitor material support to production, work with suppliers & ensure sufficient material support in planned production.
- Review daily receipt, work with suppliers for push out /cancellation, monitor inventory level.
- Check new RFQ completed timely & negotiate with suppliers for best pricing to get project awarded.
- Select preferred & strategic suppliers who able to meet requirement of the company.
- Yearly supplier's performance rating, continue monitor supplier's performance in term of pricing, delivery, quality, services & support.
- Review existing pricing, LT by review/ benchmarking current market trend on supply demand of raw material, composition, political related issues that influence the market trend.
- Overall monitor on buyer's performance, lead, guide & develop.
- Work with others dept IQC, Engineering, Sales, PMC for all issues related.
- Prepared related solution, recovery plan & consult / work with others on specific initiatives as required and undertake

- any other duties.
- Prepare adhoc report request by top management
- Review & approve for new vendor registration.
- Check and approve all Purchase Order in system
- Support & assist in related ISO audits.
- Assist in the development and achievement of company goals and objectives

Job Requirement

- Minimum 8 years of working experience in purchasing, procurement, or supply chain management.
- Strong background in supplier management, sourcing, and negotiation.
- Familiarity with RFQ processes, cost analysis, and price benchmarking
- Experience in vendor evaluation, selection, and performance rating
- Excellent negotiation skills with the ability to secure competitive pricing and favorable terms.
- Strong analytical skills to review pricing trends, lead time, market supply/demand, and related external factors.
- Candidate with experience in electronics manufacturing industry is preferred

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Company Description