



PR/160295 | Procurement Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1583861

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 5th, 2026 06:00

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

A Malaysia based provider of engineering and medical technology solutions is seeking a **Procurement Executive** to join the team. This role involves managing procurement activities by controlling inventory and budgets, coordinating with departments to plan material needs, and maintaining accurate procurement records.

JOB RESPONSIBILITIES

- Manage inventory levels to prevent shortages or excess stock.
- Monitor and control procurement budgets to ensure cost-effectiveness and efficiency.
- Analyze and manage procurement costs to support project profitability.
- Coordinate with project managers and relevant departments to forecast material requirements and plan procurement activities.

- Maintain accurate and up-to-date procurement records, contracts, and related documentation.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration, Supply Chain Management, Engineering, or a related field.
- 2–3 years of relevant working experience in procurement or supply chain functions.
- Professional certification in procurement or supply chain management (e.g. CIPS, CPSM) is an added advantage.
- Proficient in procurement software and ERP systems.
- Strong knowledge of procurement processes, supply chain management, and logistics.
- Familiarity with local regulations and compliance requirements in Malaysia's construction industry.

#LI-JACMY

#countrymalaysia

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Company Description