

PR/160411 | Purchasing Executive (Industrial Equipment Industry)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1586508

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 08:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

An expanding metal fabrication and industrial equipment company is looking for Purchasing Executive to manage end-to-end sourcing and procurement activities, ensuring cost efficiency, reliable supply, and strong supplier relationships to support our operations.

Job Responsibilities

- Lead sourcing activities, obtain competitive quotations (minimum 2–3 suppliers) and conduct price, quality, and lead time comparison.
- Negotiate pricing, payment terms, and contracts to achieve cost savings and favourable supplier agreements.
- Issue and review Purchase Orders (PO) according to company requirements.
- Monitor outstanding POs and coordinate with suppliers to ensure on-time delivery to meet production schedules.

- Evaluate and manage supplier performance, including on-time delivery, quality, and service.
- Oversee the accuracy of purchase invoices and liaise with Finance/Accounts for timely processing.
- Generate detailed internal purchasing reports and audit reports for management review.

Job Requirement

- Diploma or Degree in any field
- At least 3 years of experience in purchasing and sourcing role, preferably exposure in metal fabrication or industrial equipment manufacturing industry
- Good command in English
- Good negotiation skiils

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: https://www.jac-recruitment.my/privacy-policy
Terms and Conditions Link: https://www.jac-recruitment.my/terms-of-use

Company Description