



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

May 26th, 2026 08:00

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

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 skills

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Company Description