



PR/160437 | Purchasing Supervisor - Reputable trading company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1589964

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 10:56

General Requirements

Minimum Experience Level

Over 6 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

Job Description:

- Manage the full purchasing cycle: sourcing, negotiation, PO issuance, follow-up, and delivery.
- Prepare and monitor purchase orders based on departmental requirements.
- Improve purchasing processes and SOPs to achieve cost savings and efficiency.
- Evaluate, develop, and manage supplier performance in compliance with ISO & IATF standards.
- Maintain purchasing documentation and support audit requirements.
- Liaise with Accounts to ensure smooth payment processing.
- Work closely with cross-functional teams to support operational needs.

Job Requirements:

- Diploma or Degree in Supply Chain, Business, or related field.
- Experience in purchasing/procurement, preferably in a manufacturing environment.
- Knowledge of ISO 9001 / IATF 16949 is an advantage.
- Strong negotiation, communication, and problem-solving skills.
- Able to work independently and in a fast-paced environment.

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Company Description