



PR/160537 | Purchasing Executive (Manufacturing)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599295

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:13

General Requirements

Minimum Experience Level

Over 1 year

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

Company Overview

Our client is a MNC Manufacturer in Pasir Gudang looking for a Purchasing Executive

Responsibilities

- Process day to day sourcing, purchasing and inventory planning activities.
- Assume responsibility for the assigned materials, with focus on reducing cost or minimize price increase without compromising quality and compliance to sourcing guidelines.
- To monitor delivery schedule with supplier and ensure goods are delivered in accordance to the agreed price and specification.
- Understand market trend, develop procurement channels, and improve the quotation, comparison & pricing

procurement system.

- Ensuring all procurement activities compliance with legal, ISO standard & company's rules & regulations.
- Support in cost savings exercise and take initiative to make comparison and negotiate or source for better material/quality with the lowest cost.
- Work closely with Finance / Account department for procurement plan & payment budget.
- Timely adjust emergency procurement plans due to production requirements and coordinate relationships with various departments.
- Basic knowledge with import & export process
- Perform other functions and duties as and when assigned by company.

Requirement

- Degree holder with minimum 2 years of administrative work experience
- Proficient in Word, Excel, PowerPoint, and other office software
- Able to be multitasking and work under tight deadline.
- Possess a good understanding of cost consciousness and price analysis ability.
- Understand ISO9000 / TS16494 quality management system, ISO14000 environmental management system.

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Company Description