



## PR/160600 | PURCHASING MANAGER (with a well-known palm oil manufacturing company)

### Job Information

#### Recruiter

JAC Recruitment Malaysia

#### Job ID

1599323

#### Industry

Chemical, Raw Materials

#### Job Type

Permanent Full-time

#### Location

Malaysia

#### Salary

Negotiable, based on experience

#### Refreshed

June 26th, 2026 11:13

### 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

#### Company Overview

Our client is a well-known palm oil processing company in Pasir Gudang, Johor. The role will be responsible for raw material (oil) purchasing administration, ensuring compliance with quality standards, and managing procurement of spare parts, packaging materials, and chemicals. The ideal candidate will have strong analytical skills, vendor management experience, and knowledge of QHSE and Food Safety systems.

#### Key Responsibilities

1. Raw Material (Oil) Purchasing & Coordination

- Fully responsible for bookkeeping of all raw material (oil) purchases
- Follow up on oil purchase contracts and ensure timely execution
- Ensure incoming oils comply with required specifications and quality standards
- Coordinate closely with suppliers and production team for delivery schedules
- Verify accuracy of oil receiving before processing supplier payments
- Monitor daily oil position and prepare monthly consumption and status reports

## 2. Procurement Management

- Manage procurement of: Spare parts, Packaging materials, Laboratory and process chemicals.
- Plan, direct, and coordinate purchasing activities in compliance with company procedures
- Ensure procurement meets specified technical and operational requirements
- Monitor and control purchasing budgets to ensure cost-efficiency

## 3. Vendor & Contract Management

- Analyze market trends and supply conditions to assess material availability
- Review, evaluate, and approve specifications for tenders and bids
- Participate in development of specifications for equipment and materials
- Evaluate supplier performance and resolve claims or discrepancies
- Prepare reports on market conditions, costs, and supplier performance

## 4. Quality & Compliance

- Ensure all goods received meet required quality, quantity, and specifications
- Ensure timely delivery of materials according to operational needs  
Implement and maintain: QHSE (Quality, Health, Safety & Environment) standards, Food Safety Management System, Responsible Care Program
- Ensure compliance with Energy Management System requirements

## 5. Reporting & Continuous Improvement

- Prepare and present performance reports for management review
- Support continuous improvement initiatives within procurement and overall management systems
- Monitor compliance and identify areas for efficiency improvement

## 6. Team Development & Safety

- Ensure adequate training is provided to staff  
Promote safety awareness and strong safety culture within the department

## Job Requirements

- Degree or Diploma in Business Management, Supply Chain, or equivalent
- Minimum 5 years of working experience in a manufacturing environment (preferably palm oil or FMCG industry)
- Strong understanding of procurement processes and supply chain management
- Knowledge of QHSAS, QHSE, and Food Safety Management Systems (essential)

- Good negotiation, analytical, and problem-solving skills
- Proficient in MS Office and ERP systems
- Strong communication and coordination abilities

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Company Description