



## PR/160615 | Procurement Manager - Semiconductor Equipment Assembly

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1600310

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

Our client is a well-established Japanese-based manufacturing company involved in semiconductor equipment assembly. They are currently looking for a Procurement Manager to support their growing operations in Malaysia.

This role needs to be responsible for leading procurement and sourcing activities for semiconductor cleaning equipment assembly projects. A key mission of this position is to develop and strengthen local suppliers in Malaysia, especially for precision machined parts, fabricated components and equipment related materials required for semiconductor equipment manufacturing. We require someone strong in technical understanding, including ability to read machining drawings and technical specifications in order to communicate effectively with suppliers and internal engineering teams.

**Location to work:** Sepang, Selangor

**Job Responsibilities:** -

#### Supplier Development & Strategic Sourcing

- Develop new suppliers in Malaysia for machined parts, fabricated parts, mechanical components and assembly related materials
- Identify, evaluate, audit and qualify suppliers based on quality, cost, delivery and technical capability
- Build and maintain a strong local supplier network to support GTM manufacturing expansion
- Lead RFQ activities, quotation analysis, supplier negotiations and supplier selection processes
- Promote localization activities and reduce dependency on overseas sourcing where feasible

#### Procurement & Material Management

- Manage procurement activities for semiconductor equipment assembly projects
- Ensure timely purchasing and material availability according to production schedules
- Monitor supplier delivery performance and manage supply risks
- Coordinate urgent procurement activities and recovery actions for delivery delays
- Optimize inventory levels while maintaining stable production support

#### Technical Procurement Support

- Read and understand machining drawings, assembly drawings, BOMs and technical specifications
- Communicate technical requirements accurately with suppliers
- Work closely with Engineering and Assembly teams to clarify specifications and technical requirements
- Support sourcing and cost evaluation for precision machined components and custom-made parts
- Understand manufacturing processes related to machining, fabrication and equipment assembly

#### Cost Control & Profitability Improvement

- Lead cost reduction and procurement improvement activities
- Conduct supplier price negotiations and promote VA/VE initiatives
- Analyze material cost, machining cost and logistics cost to improve profitability
- Promote reduction of defects, rework and material losses
- Support overall project profitability improvement initiatives

#### Trade & Logistics Coordination

- Work together with Supply Chain department to support smooth import/ export and logistics operations
- Manage delivery schedules and shipment status for exports to Japan and imported materials from Japan
- Coordinate trade documentation, shipping arrangements and customer related activities jointly with the Supply Chain Department
- Support coordination with freight forwarders, logistics companies and customs agents
- Manage transportation schedules based on production plans and customer delivery requirements
- Promote communication and coordination among procurement, production and logistics teams to minimize delivery

risks

#### Cross Functional Coordination

- Work closely with Production Control, Assembly, Engineering, QA/QC, Warehouse and Finance departments
- Coordinate procurement priorities according to production schedules and customer requirements
- Coordinate procurement and delivery matters with Japanese customers and Japan
- Report supplier risks, material shortages and recovery plans to management
- Support customer audits and suppliers' audits when required

#### Job Requirements:

- Bachelor's degree in engineering, Manufacturing, Supply Chain Management, Business Administration or related field
- Minimum 7 years of procurement or sourcing experience in manufacturing industries
- Experience in semiconductor equipment, automation equipment, precision machining or industrial machinery industries is preferred
- Experience in supplier development and local sourcing activities in Malaysia is highly preferred
- Experience in import/ export operations and international procurement activities
- Experience working in Japanese manufacturing companies is an advantage
- Able to read and understand machining drawings, assembly drawings, BOMs and technical specifications
- Strong supplier sourcing and negotiations skills
- Knowledge of precision machined parts and manufacturing processes
- Knowledge of ERP/ MRP systems and procurement processes

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#Countrymalaysia

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#### Company Description