

PR/160530 | Purchasing Executive

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1607699

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 18:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Responsibilities

- Check delivery confirmation of all orders released to vendors.
- Monitor and expedite outstanding orders and delivery schedules.
- Inform and follow-up with vendors for rejected parts and replacement dates.
- Review Purchase Orders for adequacy of purchase data and specified requirements before released.
- Update costing for customer consigns part.
- Interface and deal with commodity team on the purchase data information update and revision.

- Interface and deal with customers/ key account on consigned materials.
- Declare material liabilities claim whenever there is an order cancellation or deferment.
- Organizing the flow of materials and parts required in accordance with production plan.
- Planning for Sub-contracting job as and when required.
- Ensure proper inventory control according to company business objective
- Carry out the routine supply chain operation task; maintain the accurate and timely update data into ERP system.

Job Requirement

- Degree in Business Management/Operation Control/Purchasing or Supply Chain Management
- Minimum 3 years related working experience in the contract manufacturing environment
- Familiar with ERP system such as InforLN or any other ERP system

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Company Description