



PR/160963 | Senior Purchasing Executive / Sourcing Executive - Manufacturing

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607723

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:32

General Requirements

Minimum Experience Level

Over 3 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

We are looking for a hands-on **Senior Purchasing Executive** to drive procurement for a fast-growing manufacturing company.

You will be the key person managing end to end purchasing for machinery, production equipment, raw materials and operating supplies to support production and project delivery.

Work Location: Sepang

Job Responsibilities: -

- Source and procure machinery, equipment, raw materials, tools and consumables aligned to quality, budget and timelines
- Prepare and issues POs, track deliveries and reconcile POs, DOs and supplier invoices for payment.
- Source new suppliers from Malaysia & China, negotiate pricing and terms, conduct supplier visits and drive performance reviews

- Work closely with Production, Planning, Engineering, Warehouse and Finance to ensure zero disruption to production
- Lead strategic sourcing initiatives, supplier development and continuous improvement projects to optimize cost and supply chain performance
- Ensure all purchasing activities follow company policies, statutory regulations and ethical sourcing standards

Job Requirements: -

- Degree or Diploma in Procurement, Business, Engineering or related field
- **Min 5 years in Procurement/ Purchasing within a manufacturing environment**
- Proven experience sourcing machinery, production equipment, raw materials and components
- Strong in negotiation, contract management and securing competitive terms
- **Experience sourcing from China + Malaysia is highly valued.** Understanding of total cost, lead time, logistics & Import is a plus
- Proficient in MS Excel and procurement systems
- Strong analytical, problem solving and communication skills. Able to manage multiple priorities independently
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- Fluent in English & Bahasa Malaysia. Mandarin is an advantage for China supplier communication
- Willing to travel for supplier visit locally/ overseas. Knowledge of incoterms & Import/ Export is an added advantage
- Candidate with start-up experience is welcome

#LI-JACMY

#Countrymalaysia

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Company Description