



PR/160983 | Material Buyer / Senior Buyer

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1609343

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 11:03

General Requirements

Minimum Experience Level

Over 3 years

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

Our client is a well-established global contract manufacturer specializing in precision engineering, systems assembly, and supply chain solutions for the semiconductor, medical, and industrial sectors. Currently looking for Material Buyer/ Senior Buyer to join their expanding team.

Job Responsibilities

- Selecting an appropriate and commercially effective product mix.
- Prepare, issue and monitor purchase orders to ensure timely fulfilment.
- Liaise with suppliers to place orders, follow up on delivery status and obtain order confirmations.
- Ensure products are purchased on time, in line with specifications and at competitive prices.
- Maintain accurate purchasing information and records in relevant systems, including SAP.

Job Requirements

- Degree or Diploma in Purchasing Management, Supply Chain Management or a related field.
- Minimum 1 year (Buyer); Minimum 5 years (Senior Buyer) of relevant experience in a manufacturing environment or similar industry.
- Able to manage multiple tasks effectively and work well under pressure.
- Proficient in Microsoft Office applications.
- Strong interpersonal, communication and negotiation skills.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description