

PR/161054 | PURCHASING OFFICER (Established Manufacturing Company)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1611312

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
October 20th, 2026 07:00

General Requirements

Minimum Experience Level
Over 1 year

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

Company Overview

The company is committed to maintaining an efficient procurement and logistics operation to support business objectives and customer requirements. This role is responsible for managing purchasing activities, supplier relationships, and shipping operations while ensuring cost-effectiveness, compliance, and timely delivery of goods.

Key Responsibilities

- Request, evaluate, and compare quotations from suppliers to obtain the best value for the company.
- Negotiate pricing, payment terms, delivery schedules, and other purchasing conditions with suppliers.
- Prepare and process purchase orders in accordance with company policies and procedures.
- Monitor purchase orders and follow up with suppliers to ensure timely and accurate delivery.

- Maintain accurate purchasing records, supplier databases, and procurement documentation.
- Monitor market trends and pricing to identify opportunities for cost savings and process improvements.
- Prepare purchasing reports and provide updates on procurement activities as required.
- Maintain confidentiality and proper documentation of commercial, procurement, and supplier information.
- Manage all aspects of shipping operations, including scheduling, documentation, and coordination with relevant stakeholders.
- Oversee inbound and outbound shipment activities to ensure timely delivery and minimize disruptions.
- Coordinate with carriers and freight forwarders to secure cost-effective and reliable transportation solutions.
- Ensure compliance with shipping regulations, customs requirements, and international trade laws.
- Monitor shipping costs and negotiate with logistics service providers to optimize transportation expenses.
- Identify and implement improvements to enhance logistics efficiency and operational performance.

Job Requirements

- Diploma or Bachelor's Degree in Purchasing, Procurement, Supply Chain Management, Business Administration, Logistics, or a related field.
- Previous experience in purchasing, procurement, logistics, shipping, or a related role is preferred.
- Strong negotiation, communication, and interpersonal skills.
- Good organizational and time management abilities.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Knowledge of shipping procedures, customs requirements, and international trade practices is an advantage.
- Proficient in Microsoft Office applications and procurement-related systems.
- Strong analytical and problem-solving skills with attention to detail.
- Able to work independently and collaborate effectively with cross-functional teams.
- Proactive, responsible, and committed to continuous improvement.

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