



PR/161064 | PROCUREMENT EXECUTIVE (with international manufacturer)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1611319

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:30

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

Company Overview

Our client is a reputable manufacturing organization with a strong presence in the oleochemical and food ingredients industry. As part of their business expansion and continuous operational improvement, they are seeking an experienced Procurement Executive to support engineering projects, capital investments, and maintenance procurement activities

Key Responsibilities

- Manage end-to-end procurement processes, from RFQ sourcing to PO issuance and delivery completion.
- Handle procurement of machinery, equipment, engineering services, and project-related purchases.
- Coordinate tendering activities, including supplier evaluation, bid analysis, negotiations, and award recommendations.

- Source and develop local and overseas suppliers, contractors, and service providers.
- Negotiate commercial terms including pricing, payment terms, delivery schedules, and contracts.
- Support maintenance operations through procurement of MRO items, spare parts, and maintenance services.
- Work closely with Engineering, Maintenance, Production, and Project teams to fulfil business requirements.

Job Requirements

- Bachelor's Degree in Supply Chain, Mechanical, Electrical, Mechatronics Engineering, or related field.
- Minimum 3 years of procurement experience in oleochemical, chemical, FMCG, or manufacturing environments.
- Experience in CAPEX, MRO, engineering spare parts, or maintenance procurement.
- Familiarity with SAP or other ERP systems is an added advantage.
- Ability to interpret engineering drawings, specifications, and equipment datasheets is a plus.

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Company Description