

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
November 3rd, 2026 13:00

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

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