



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/161221 | Purchasing Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1618534

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

October 20th, 2026 10:22

### 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

#### COMPANY OVERVIEW

A chemical manufacturer that produces a wide range of products including petrochemicals, specialty chemicals, healthcare materials, mobility solutions, and industrial materials for various industries is seeking a **Purchasing Executive** to join the team. This role involves manage end-to-end procurement activities, including supplier sourcing and negotiation, purchase order processing, inventory coordination, vendor management, delivery follow-up, issue resolution, compliance adherence, and procurement reporting to ensure efficient and timely supply operations.

#### JOB RESPONSIBILITIES

- Source, evaluate, and negotiate with suppliers to secure competitive pricing, quality, and delivery terms.
- Process purchase orders, quotations, and related procurement documentation.
- Coordinate material purchases and monitor inventory levels to support operational needs.

- Manage supplier relationships and ensure timely delivery of goods and services.
- Resolve procurement-related issues, maintain accurate records, and ensure compliance with company policies.

#### JOB REQUIREMENTS

- Bachelor's Degree with at least 5 years of experience in purchasing, procurement, sourcing, or supply chain.
- Fluent in English and Bahasa Malaysia; Mandarin proficiency is an added advantage.
- Proficient in Microsoft Office and computer applications.
- Able to work independently, multitask, and meet tight deadlines.
- Strong communication, negotiation, and interpersonal skills, with own transport.

#LI-JACMY

#countrymalaysia

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