

PR/161317 | Purchasing Lead

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621141

Industry
Logistics, Storage

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:45

General Requirements

Minimum Experience Level
Over 6 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 an established manufacturing company with a structured procurement function and a strong commitment to operational excellence. They are looking for an experienced and proactive purchasing professional to lead and coordinate end-to-end procurement activities.

Job Responsibilities

- Manage end-to-end procurement of materials, tooling, packaging, and services
- Source, evaluate, and develop reliable suppliers
- Negotiate pricing, payment terms, and delivery schedules
- Issue and manage Purchase Orders (POs) accurately and on time
- Monitor order status and expedite overdue deliveries

- Lead cost reduction initiatives and identify savings opportunities
- Resolve supplier issues such as delays, quality problems, and pricing disputes
- Maintain procurement records and reports
- Coordinate with internal departments to meet operational needs
- Guide and support junior purchasing team members

Job Requirement

- Degree in any related field
- Minimum 6 years of purchasing/procurement experience, preferably involved in leadership role
- Strong negotiation, analytical, and problem-solving skills
- Proficient in Microsoft Office and ERP systems

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Company Description