

PR/161330 | LOGISTICS EXECUTIVE (Established Manufacturing Industry)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621695

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 10:40

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

Key Responsibilities

- Oversee daily purchasing, procurement, and logistics activities to ensure smooth operational flow.
- Identify, evaluate, and source suitable suppliers while negotiating competitive pricing and favorable terms.
- Monitor and assess supplier performance to maintain quality, cost efficiency, and timely delivery.
- Coordinate domestic and international shipments, delivery schedules, and import-related arrangements.
- Prepare, process, and track purchase orders, inventory records, and procurement documentation.
- Ensure timely procurement and delivery of goods while maintaining effective cost control measures.
- Liaise closely with suppliers, freight forwarders, customs agents, and internal teams to facilitate seamless operations.

Job Requirements

- Minimum 3 to 5 years of working experience in purchasing, procurement, and logistics functions.
- Good knowledge of SST regulations, import procedures, and customs documentation requirements.
- Familiarity with import/export operations, shipping arrangements, and freight coordination.
- Strong negotiation, communication, and problem-solving abilities.
- Able to work independently with a high sense of responsibility and accountability.
- Good time management skills with the ability to meet deadlines in a fast-paced environment.
- Proficient in coordinating multiple tasks while maintaining accuracy in documentation and record-keeping.

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