

PR/161331 | PURCHASE & LOGISTIC ASSISTANT (Established Manufacturing Industry)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1621696

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 1 year

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

- Monitor and identify purchasing requirements to support operational needs.
- Prepare, track, and follow up on purchase orders to ensure timely delivery of goods and services.
- Maintain and update purchasing records, order statuses, and supplier information accurately.
- Evaluate supplier quotations and proposals, negotiate pricing where appropriate, and maintain strong vendor relationships.
- Coordinate with suppliers regarding order progress, delivery schedules, and any procurement-related issues.
- Arrange and monitor deliveries to ensure goods are received on time and according to requirements.
- Ensure proper documentation and record-keeping for procurement activities.

- Perform other duties and responsibilities as assigned by the immediate superior.

Job Requirements

- Minimum 1 to 2 years of working experience in purchasing, procurement, or a related field.
- Basic computer literacy with the ability to manage records and documentation efficiently.
- Good communication skills and written English proficiency.
- Strong organizational and follow-up skills with attention to detail.
- Ability to work independently and handle multiple tasks effectively.
- Responsible, proactive, and committed to meeting deadlines.
- Willingness to learn, adapt, and develop new skills in the procurement function.

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