

PR/161390 | Buyer

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623906

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 24th, 2026 10:18

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 global manufacturing solutions provider specializing in precision-engineered components and advanced production technologies is seeking a Buyer to join their team in Penang. The company serves leading international brands across the consumer electronics, industrial, and technology sectors, offering end-to-end manufacturing capabilities and a strong commitment to innovation, quality, and customer satisfaction.

Key Responsibilities:

- Release purchase orders to the supplier according to PRF or MRP result, follow and control order delivery.
- Responsible for receiving customer orders and forecasts, input and maintain ERP system, and translate into internal plans and orders.
- Analyse customer’s forecast demand trends and develop a valid and achievable production plan for resource,

capacity and material planning.

- Follow up closely on the disposition / on hold or quarantine inventory to minimize the excessive stock built.
- Working with shipper in making sure shipment are executed in meeting OTD target.
- Work with production to prioritize job order to meet customer demand / build plan.

Key Requirements:

- Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree.
- At least 5 years of working experience in electronics manufacturing / OEM / EMS field.
- Skills in purchase and supplier relationship management.
- Proficient in Microsoft Excel, MRP system.
- Knowledge in ISO 9001, ISO 14001, ISO 13485 and IATF 16949 is preferred.

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