



PR/159000 | Purchaser

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメントマレーシア

## 求人ID

1539198

## 業種

その他（メーカー）

## 雇用形態

正社員

## 勤務地

マレーシア

## 給与

経験考慮の上、応相談

## 更新日

2025年05月13日 10:29

## 応募必要条件

## 職務経験

3年以上

## キャリアレベル

中途経験者レベル

## 英語レベル

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 現在のビザ

日本での就労許可は必要ありません

## 募集要項

A leading provider of efficient water and air fluidity solutions in Southeast Asia is looking for Purchaser to be part of their team in Penang.

## Job Responsibilities

- Assist in sourcing, negotiating, and purchasing materials, supplies, and services according to company requirements
- Prepare and issue Purchase Orders (PO) accurately and timely.
- Follow up with suppliers on order confirmations, delivery schedules, and shipment tracking.
- Coordinate closely with internal departments such as sales team, production, planning, and warehouse to ensure material requirements are met.
- Maintain and update supplier information, pricing records, and purchase databases

#### **Job Requirement**

- Diploma or Bachelor's Degree in Business Administration, Supply Chain Management, or related field.
- 1 to 2 years of relevant purchasing or procurement experience
- Good negotiation, communication, and interpersonal skills.
- High attention to detail, organized, and able to work under pressure.

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会社説明