



## PR/158712 | Procurement Executive - Mandarin Speaker

### 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

1540915

#### 業種

その他（商社）

#### 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20日 12:35

### 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

#### Company and Job Overview

Our client is a multinational electronics firm, based in Petaling Jaya, is seeking for a junior procurement professional. The chosen candidate will be handling the administration of registering vendors in the management system, maintaining the accuracy of the vendor database, entering data and documents into the system, and handling any additional administrative tasks assigned by the procurement manager.

#### Job Responsibilities

- Verify the accuracy and completeness of documents submitted by applicants.
- Communicate effectively with applicants to obtain any pending documents or further verification on the application.
- Register data and documents into the system.
- Assist with audit-related documentation as needed.

#### Job Requirements

- Excellent verbal and written communication skills in Mandarin, to liaise with vendors from China.
- Ability to meet deadlines and take ownership of tasks.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Only Malaysian citizens are considered at this time

#LI-JACMY

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会社説明