



## PR/159194 | Purchasing Executive

### 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

1545435

#### 業種

化学・素材

#### 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06月24日 10:36

### 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

A manufacturing company specializing in advanced construction materials is seeking a Purchasing Executive. The role will be responsible for sourcing and procuring raw materials.

#### Job Responsibilities

- Ensure purchasing procedures and records adhere to ISO 9001, 14001, and 45001 standards
- Source raw materials based on technical specifications, negotiate the best price quotes (minimum of 2 suppliers), and secure maximum credit terms
- Coordinate with the Operation department to plan stock orders and maintain optimal levels of raw materials and finished goods
- Collaborate closely with the Technical and Sales departments for raw materials savings, product rationalization, sales forecasts, urgent orders, and production planning
- Periodically update purchasing prices, review contracts, manage CEPT applications, monitor import/export licenses, assist with MSDS, and liaise with government agencies.

### Job Requirements

- Degree/ Diploma in Purchasing/ Chemistry/ Business Administration or any related field
- Minimum of 3 years in purchasing role, preferably in chemicals or construction materials
- Knowledge in import shipment: import permit, duty/SST exemption
- Proficient in Microsoft Office
- Proactive, strong negotiation and interpersonal skills, excellent organizational ability, and a team player

Interested applicants, feel free to click [APPLY NOW](#).

#LI-JACMY

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会社説明