



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**

1548347

**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07月08日 16:38

**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.

**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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会社説明