



## PR/159373 | Purchasing Assistant Manager (Automotive Industry)

### 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

1553352

#### 業種

自動車・自動車部品

#### 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29日 10:52

### 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 Overview: -

Our client is a well-established automotive manufacturer with strong presence in Malaysia. They are currently seeking an experienced Purchasing Assistant Manager to join their procurement team and drive improvements in MRO and indirect purchasing operations.

Location: Bangi, Selangor

#### Job Summary: -

We are looking for a Purchasing Assistant Manager to support and oversee the procurement of Maintenance, Repair, and Operations (MRO) supplies and services. This role is critical in ensuring timely, cost-effective, and quality sourcing to support business operations. The successful candidate will lead a small purchasing team, manage supplier relationships, and drive continuous improvement in procurement practices while ensuring compliance with company policies and industry standards.

#### Key Responsibilities :

- Ensure all procurement activities are in line with company policies, legal regulations, and industry best practices.

- Identify cost-saving opportunities through strategic sourcing and process improvements to meet financial targets.
- Plan and execute sourcing strategies for MRO supplies and services to improve supply chain efficiency and reduce costs.
- Evaluate, select, and manage suppliers. Negotiate contracts and ensure service quality, timely delivery, and cost effectiveness.
- Guide and support the MRO purchasing team. Foster a positive and high-performing work environment through mentoring and coaching.
- Continuously review and enhance procurement processes, tools, and systems to improve effectiveness and productivity.
- Support procurement needs from internal departments and resolve urgent sourcing issues effectively and promptly.
- Prepare regular reports on purchasing activities, supplier performance, and cost savings for management review.

**Job Requirements: -**

- Degree or Diploma in Business Administration, Supply Chain, or any related field.
- **At least 7 years of working experience in procurement, with minimum 5 years in a supervisory or team lead role.**
- Experience in automotive manufacturing industry is an added advantage.
- Strong leadership and people management skills.
- Excellent negotiation, communication, and problem-solving abilities.
- Strong understanding of procurement compliance and contract management.
- Able to work independently and make sound decisions under pressure

#LI-JACMY

#Countrymalaysia

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会社説明