



PR/159429 | Procurement 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

1554726

業種

プラント

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08月12日 10:33

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 leading manufacturer specializing in high-performance industrial valves. They are seeking an experienced professionals in procurement. The ideal candidate will have a strong background in sourcing, supplier management, and cost optimization within a manufacturing environment. Head office and manufacturing facility are located in Shah Alam, Selangor.

Job Responsibilities

- Inventory & Documentation: Manage stock movement records, delivery orders, and daily inventory updates; assist with reconciliations and audits.
- Procurement & Supplier Coordination: Monitor shipping documents, delivery timelines, and supplier communications; ensure accurate processing of purchase and delivery orders.
- Invoice & Finance Support: Validate and record supplier invoices; assist with finance-related documentation and checks.
- Planning & Reporting: Support material planning and maintain procurement trackers; contribute to accurate data reporting.
- Cross-Department Collaboration: Coordinate with Warehouse for stock updates and with Finance for invoice

processing.

Job Requirements

- Minimum Diploma in any field, with at least 1 year of experience in procurement or inventory management, preferably in a manufacturing environment.
- Good communication skills in English and Mandarin.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

#LI-JACMY

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会社説明