



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/159723 | Procurement Assistant Manager

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

1563166

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11月25日 22:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

An automotive parts manufacturer is currently seeking a **Procurement Assistant Manager** to join their pioneering team. The role involves managing strategic sourcing, supplier negotiations, and ensuring timely procurement of materials to support production excellence.

Job Responsibilities

- Manage procurement of raw materials, components, equipment, and supplies to support production and operations.
- Issue purchase orders and ensure timely delivery in compliance with contractual terms and specifications.
- Negotiate pricing, payment terms, delivery schedules, and contractual conditions with suppliers.
- Collaborate with engineering, quality, planning, and warehouse teams to ensure smooth order processing and inventory flow.
- Ensure all procurement documentation complies with **IATF 16949** automotive quality management system standards.

Job Requirements

- Minimum 3 years of relevant purchasing experience, preferably in manufacturing or international sourcing.

- Proficient in Microsoft Office; experience with ERP systems is an advantage.
- Strong negotiation, communication, and coordination skills.
- Language proficiency: Fluent in both **Mandarin** and **English** (for effective communication with Chinese and international suppliers).

#LI-JACMY

#countrymalaysia

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