



PR/160053 | PURCHASING SENIOR 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

1574847

業種

医薬品

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

2026年01月27日 10:55

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

流暢

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 Overview

Our client is a new start up food manufacturing company with plant in Gelang Patah, Johor Bahru. They are seeking a detail-oriented and proactive Purchaser cum Planner to support our procurement and production planning activities. This role is critical in ensuring timely supply of raw materials and smooth production flow within our food manufacturing operations.

Key Responsibilities

Purchasing Duties

- Source, evaluate, and negotiate with suppliers for raw materials, packaging, and operational supplies.
- Ensure timely procurement to support production schedules and prevent operational delays.
- Monitor supplier performance and maintain strong vendor relationships.
- Prepare and process purchase orders with complete documentation and required approvals.
- Coordinate with Finance on invoice verification, GRN matching, and payment matters.
- Handle import/export documentation, customs clearance, and ensure compliance with regulatory requirements.
- Ensure adherence to Free Trade Agreement (FTA) requirements and maintain proper documentation for preferential tariff claims.

Planning Duties

- Develop, update, and monitor production plans based on sales forecasts, demand, and inventory levels.
- Track stock levels and coordinate closely with warehouse and production teams to avoid shortages or overstocking.

- Plan and schedule incoming deliveries to meet production timelines efficiently.
- Analyze material usage trends and adjust planning strategies accordingly.
- Collaborate with Sales, Production, and Logistics teams to ensure smooth and optimized operations.

Requirements

- Diploma/Degree in Supply Chain, Logistics, Business, or a related field.
- Minimum 2–3 years of experience in purchasing and production planning, preferably in a manufacturing environment.
- Excellent negotiation, communication, and analytical skills.
- Able to work in a fast-paced environment, manage multiple tasks, and meet tight deadlines.
- Detail-oriented, organized, and able to work independently with minimal supervision.

#LI-JACMY

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会社説明