



PR/160295 | 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

1583861

業種

物流・倉庫

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04月07日 07:00

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

A Malaysia based provider of engineering and medical technology solutions is seeking a **Procurement Executive** to join the team. This role involves managing procurement activities by controlling inventory and budgets, coordinating with departments to plan material needs, and maintaining accurate procurement records.

JOB RESPONSIBILITIES

- Manage inventory levels to prevent shortages or excess stock.
- Monitor and control procurement budgets to ensure cost-effectiveness and efficiency.
- Analyze and manage procurement costs to support project profitability.
- Coordinate with project managers and relevant departments to forecast material requirements and plan procurement activities.

- Maintain accurate and up-to-date procurement records, contracts, and related documentation.

JOB REQUIREMENTS

- Bachelor's degree in Business Administration, Supply Chain Management, Engineering, or a related field.
- 2–3 years of relevant working experience in procurement or supply chain functions.
- Professional certification in procurement or supply chain management (e.g. CIPS, CPSM) is an added advantage.
- Proficient in procurement software and ERP systems.
- Strong knowledge of procurement processes, supply chain management, and logistics.
- Familiarity with local regulations and compliance requirements in Malaysia's construction industry.

#LI-JACMY

#countrymalaysia

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会社説明