

PR/160411 | Purchasing Executive (Industrial Equipment 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
1586508

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11月10日 13:00

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
流暢レベル

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

An expanding metal fabrication and industrial equipment company is looking for Purchasing Executive to manage end-to-end sourcing and procurement activities, ensuring cost efficiency, reliable supply, and strong supplier relationships to support our operations.

Job Responsibilities

- Lead sourcing activities, obtain competitive quotations (minimum 2–3 suppliers) and conduct price, quality, and lead time comparison.
- Negotiate pricing, payment terms, and contracts to achieve cost savings and favourable supplier agreements.
- Issue and review Purchase Orders (PO) according to company requirements.
- Monitor outstanding POs and coordinate with suppliers to ensure on-time delivery to meet production schedules.

- Evaluate and manage supplier performance, including on-time delivery, quality, and service.
- Oversee the accuracy of purchase invoices and liaise with Finance/Accounts for timely processing.
- Generate detailed internal purchasing reports and audit reports for management review.

Job Requirement

- Diploma or Degree in any field
- At least 3 years of experience in purchasing and sourcing role, preferably exposure in metal fabrication or industrial equipment manufacturing industry
- Good command in English
- Good negotiation skiils

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