



PR/160537 | Purchasing Executive (Manufacturing)

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

1599295

業種

電気・電子・半導体

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06月26日 11:13

応募必要条件

職務経験

1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

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 MNC Manufacturer in Pasir Gudang looking for a Purchasing Executive

Responsibilities

- Process day to day sourcing, purchasing and inventory planning activities.
- Assume responsibility for the assigned materials, with focus on reducing cost or minimize price increase without compromising quality and compliance to sourcing guidelines.
- To monitor delivery schedule with supplier and ensure goods are delivered in accordance to the agreed price and specification.
- Understand market trend, develop procurement channels, and improve the quotation, comparison & pricing

procurement system.

- Ensuring all procurement activities compliance with legal, ISO standard & company's rules & regulations.
- Support in cost savings exercise and take initiative to make comparison and negotiate or source for better material/quality with the lowest cost.
- Work closely with Finance / Account department for procurement plan & payment budget.
- Timely adjust emergency procurement plans due to production requirements and coordinate relationships with various departments.
- Basic knowledge with import & export process
- Perform other functions and duties as and when assigned by company.

Requirement

- Degree holder with minimum 2 years of administrative work experience
- Proficient in Word, Excel, PowerPoint, and other office software
- Able to be multitasking and work under tight deadline.
- Possess a good understanding of cost consciousness and price analysis ability.
- Understand ISO9000 / TS16494 quality management system, ISO14000 environmental management system.

#LI-JACMY

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会社説明