

PR/160530 | Purchasing 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
1607699

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 18:00

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

Job Responsibilities

- Check delivery confirmation of all orders released to vendors.
- Monitor and expedite outstanding orders and delivery schedules.
- Inform and follow-up with vendors for rejected parts and replacement dates.
- Review Purchase Orders for adequacy of purchase data and specified requirements before released.
- Update costing for customer consigns part.
- Interface and deal with commodity team on the purchase data information update and revision.

- Interface and deal with customers/ key account on consigned materials.
- Declare material liabilities claim whenever there is an order cancellation or deferment.
- Organizing the flow of materials and parts required in accordance with production plan.
- Planning for Sub-contracting job as and when required.
- Ensure proper inventory control according to company business objective
- Carry out the routine supply chain operation task; maintain the accurate and timely update data into ERP system.

Job Requirement

- Degree in Business Management/Operation Control/Purchasing or Supply Chain Management
- Minimum 3 years related working experience in the contract manufacturing environment
- Familiar with ERP system such as InforLN or any other ERP system

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