

PR/161221 | 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
1618534

業種
化学・素材

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03日 09:00

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
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

A chemical manufacturer that produces a wide range of products including petrochemicals, specialty chemicals, healthcare materials, mobility solutions, and industrial materials for various industries is seeking a **Purchasing Executive** to join the team. This role involves manage end-to-end procurement activities, including supplier sourcing and negotiation, purchase order processing, inventory coordination, vendor management, delivery follow-up, issue resolution, compliance adherence, and procurement reporting to ensure efficient and timely supply operations.

JOB RESPONSIBILITIES

- Source, evaluate, and negotiate with suppliers to secure competitive pricing, quality, and delivery terms.
- Process purchase orders, quotations, and related procurement documentation.
- Coordinate material purchases and monitor inventory levels to support operational needs.

- Manage supplier relationships and ensure timely delivery of goods and services.
- Resolve procurement-related issues, maintain accurate records, and ensure compliance with company policies.

JOB REQUIREMENTS

- Bachelor's Degree with at least 5 years of experience in purchasing, procurement, sourcing, or supply chain.
- Fluent in English and Bahasa Malaysia; Mandarin proficiency is an added advantage.
- Proficient in Microsoft Office and computer applications.
- Able to work independently, multitask, and meet tight deadlines.
- Strong communication, negotiation, and interpersonal skills, with own transport.

#LI-JACMY

#countrymalaysia

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会社説明