

PR/161331 | PURCHASE & LOGISTIC ASSISTANT (Established Manufacturing 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
1621696

業種
その他（メーカー）

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 10:40

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
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

Key Responsibilities

- Monitor and identify purchasing requirements to support operational needs.
- Prepare, track, and follow up on purchase orders to ensure timely delivery of goods and services.
- Maintain and update purchasing records, order statuses, and supplier information accurately.
- Evaluate supplier quotations and proposals, negotiate pricing where appropriate, and maintain strong vendor relationships.
- Coordinate with suppliers regarding order progress, delivery schedules, and any procurement-related issues.
- Arrange and monitor deliveries to ensure goods are received on time and according to requirements.
- Ensure proper documentation and record-keeping for procurement activities.

- Perform other duties and responsibilities as assigned by the immediate superior.

Job Requirements

- Minimum 1 to 2 years of working experience in purchasing, procurement, or a related field.
- Basic computer literacy with the ability to manage records and documentation efficiently.
- Good communication skills and written English proficiency.
- Strong organizational and follow-up skills with attention to detail.
- Ability to work independently and handle multiple tasks effectively.
- Responsible, proactive, and committed to meeting deadlines.
- Willingness to learn, adapt, and develop new skills in the procurement function.

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