



## PR/158168 | Purchasing Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1509049

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:24

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

A prominent automotive manufacturer in Kedah is looking for Purchasing Executive to be part of the procurement team.

### Job Responsibilities

- Develop a robust vendor base for **Indirect Materials** by collaborating with plant stakeholders
- Implement cost reduction strategies while maintaining quality standards to achieve annual targets.
- Participate in cross-functional teams for project-related purchases.
- Collaborate with finance, operations, and production to align purchasing strategies with their needs.
- Obtain timely price quotes (RFQs) and proposals (RFPs) for required services.

- Manage the purchase request (PR) and purchase order (PO) processes, ensuring timely and accurate orders.
- Negotiate terms in supply agreements to secure favorable conditions and minimize risk.
- Evaluate supplier performance and conduct regular compliance assessments.
- Launch tenders when necessary to secure the best prices and services.

**Job Requirements**

- At least degree in business administration, engineering or equivalent
- Minimum 2 years of working experience in automotive manufacturing
- Familiar with Microsoft Office and SAP

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Company Description