



PR/157777 | Senior Buyer

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1512195

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 22nd, 2025 06:01

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

Buyer Analyst

Effectively process all assigned requirements into purchase orders with suppliers and perform all postorder management work to ensure services or materials being procured are completed in a timely manner and in compliance with the company Purchasing Procedures and objectives.

Job Responsibilities

- Place purchase orders for assigned vendors or commodities, utilizing MRP or other planning strategies and performing all steps in the procurement process with accuracy and care to avoid economic loss and customer dissatisfaction.
- Maintain schedules over the life of the purchase order from receipt of requisition, placement of order, managing expedites / reschedules / cancellations / past due orders, to acceptance of the assigned material into stock and the resolution of invoice discrepancies.

- Process rejected materials and returns per (MRB) guidelines, ensuring cause and corrective action, as necessary.
- Coordinate the execution of Engineering Change Requests (ECR's) and Engineering Change Orders (ECO's).
- Communicate expectations, requirements, and issues with suppliers and stakeholders across departments and business units
- Manage supplier relationships and performance to meet company expectations and objectives.
- Maintain data that enables the effectiveness of company systems and processes.
- Work with suppliers for processing returns of discrepant materials using Material review board (MRB) and RMA (Return material authorization) process.
- Place purchase orders with suppliers for re-work of parts as needed, also for parts including materials that the company supplies as Sub-Contract.
- Clean and validate data to ensure accuracy and reliability.
- Gather and analyze data, generate reports for various stakeholders as needed to support management review cycles and on an ad hoc basis.
- Perform internal reviews of data trends and create reports to illustrate data trending issues to Quality Engineers, supporting the development of action plans for improvement.

Job Requirements

- Bachelor's degree in business, Logistics/Supply Chain, Computer Science/Engineering or related field.
- Work in a fast-paced environment with a high level of technical complexity.
- At least 5 years of buying experience in a manufacturing or technology environment. An equivalent combination of education and experience will be considered.
- Basic analytical skills is required
- Able to commit to morning shift

Company Description