



## PR/158385 | Senior Purchasing / Procurement Executive (Non-Halal F&B Retail)

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1512459

**Industry**

Restaurant, Food Service

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 2nd, 2025 12:01

### 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

A multinational restaurant chain is looking for a Senior Purchasing Executive to manage procurement activities.

#### **Key Responsibilities:**

- Develop and implement effective purchasing strategies to source and acquire food and beverage products, raw materials, and equipment.
- Identify, evaluate, and establish relationships with suppliers and vendors to ensure consistent quality.
- Negotiate pricing, contracts, and payment terms with suppliers and vendors to optimize costs.
- Coordinate with inventory, operations, production, and quality assurance teams to align procurement with operational needs and maintain optimal stock levels.
- Track and manage orders to ensure timely delivery and prevent supply disruptions.

- Provide regular updates on procurement activities, pricing trends, cost analysis and supplier performance to management.
- Manage ad hoc tasks as assigned (might be involved in Menu Development).

**Requirements:**

- 3-5 years of experience in a purchasing or procurement role in the F&B Retail industry
- Strong negotiation and contract management skills with the ability to secure favourable terms
- Excellent communication and interpersonal skills to collaborate with cross-functional teams
- Preferably familiar with food industry regulations and compliance requirements
- Proactive problem-solving mindset and the ability to work independently

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Company Description