



PR/158168 | Purchasing Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512508

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

January 22nd, 2025 14:00

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

Company Description