



PR/158683 | Procurement Assistant Manager

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1526024

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 04:00

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

COMPANY OVERVIEW

A world-renowned company engaged in the business of procurement of electrical and electronic products operating in 70+ countries. Our client is looking for an **Assistant Procurement Manager** to join their team in **Petaling Jaya, Selangor**

JOB RESPONSIBILITIES

Global ESG Management:

- Regional CSR lead towards compliance activities, in aspect of clean & green procurement
- Understanding of the global standards and framework for corporate social responsibility, with a particular emphasis on human rights due diligence.

CSR Audit:

- Utilize expertise in regulatory matters, including the laws and regulations of various countries, as well as social norms concerning labour rights, health and safety, and the environment to review pre-audit documents, including local regulations and onsite audits, and to compile an audit report.

CSR Assessment

- To evaluate and review the submitted CSR Assessment in order to identify and resolve any potential issues until the closed loop is reached.

Regional Supplier Management

- To routinely review and update internal supplier-related applications, as well as procedures, flows, and forms.
- Cost rationalization activities with supplier to ensure purchase at a correct and logical price.

Procurement Planning and Operation Support Management

- Maintain close communication and collaboration with internal stakeholders to guarantee the efficient execution of the aforementioned planning-related tasks.

JOB REQUIREMENTS

- Bachelors degree in Procurement, Supply Chain Management, or any other related field.
- Min 3 years of experience in the similar industry
- Must be able to speak, read and write in Mandarin
- Able to travel domestically and oversea as of when needed.

Thank you!

#LI-JACMY

#countrymalaysia

Company Description