



PR/158712 | Procurement Executive - Mandarin Speaker

Job Information

Recruiter
[JAC Recruitment Malaysia](#)
Job ID

1526104

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 22nd, 2025 03:00

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 and Job Overview

Our client is a multinational electronics firm, based in Petaling Jaya, is seeking for a junior procurement professional. The chosen candidate will be handling the administration of registering vendors in the management system, maintaining the accuracy of the vendor database, entering data and documents into the system, and handling any additional administrative tasks assigned by the procurement manager.

Job Responsibilities

- Verify the accuracy and completeness of documents submitted by applicants.
- Communicate effectively with applicants to obtain any pending documents or further verification on the application.
- Register data and documents into the system.
- Assist with audit-related documentation as needed.

Job Requirements

- Excellent verbal and written communication skills in Mandarin, to liaise with vendors from China.
- Ability to meet deadlines and take ownership of tasks.
- Proficient in Microsoft Excel, Word, and PowerPoint.
- Only Malaysian citizens are considered at this time

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Company Description