



PR/157777 | Senior Buyer

募集職種

人材紹介会社

ジェイエイシーリクルートメント マレーシア

求人ID

1508873

業種

その他（メーカー）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2024年12月11日 15:18

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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