



PR/158594 | Purchasing Executive

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

1522271

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

2025年02月18日 12:38

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

This role will be responsible for the purchasing of assigned categories of goods and services. This role involves sourcing and evaluating suppliers, negotiating contracts, managing orders, and ensuring timely delivery

Job Responsibilities

- Issue and manage Purchase Orders (PO), Goods Receive Notes (GRN), and Purchase Invoices (PI).
- Ensure timely and accurate processing of purchase orders, monitoring and follow up on daily material orders and deliveries with suppliers and receiving departments.
- Identify, evaluate, and select suppliers based on price, quality, and delivery speed.
- Establish and maintain strong relationships with suppliers and subcontractors.
- Develop and maintain a vendor performance system

- Coordinate with the inventory team and management for physical count activities to ensure alignment between purchasing and inventory need
- Monitor compliance with contractual terms and conditions

Job Requirements

- At least a Diploma Holder, preferably experience with at least 1 year in a purchasing role or a related field
- Strong computer skills, including proficiency in procurement software and Microsoft Office Suite
- Able to be base in Batu Kawan, Penang

会社説明