



PR/158683 | Procurement Assistant Manager

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

1526024

業種

その他（商社）

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04月08日 17:00

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

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

会社説明