



PR/158712 | Procurement Executive - Mandarin Speaker

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

1526104

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03月11日 10:45

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 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

#LI-JACMY

会社説明