

Purchasing Executive

Job Summary:

- Responsible assist in carry out purchasing functions for all level of goods, materials and services to ensure that the Company Operational and production needs are met, taking into account price, quality, terms and to ensure continuity of supply.

Job Duties & Responsibilities:

- Responsible assist in purchase goods, materials, components or services in line with specified cost, quality, lead time and delivery targets.
- Assess quotation from potential suppliers.
- Prepare purchase order in line with final negotiations with selected suppliers and in line with organization targets and requirements.
- Ensure continuous supply of required goods and materials; communicate and resolve any supply problems which may pose a risk or impact on business/ production operations.
- Explore alternate sources for goods and materials.
- Evaluate for continuous improvement on procurement processes and its efficiency.
- Deliver briefs, updates and reports as and when required.
- Assist in handle import/ shipment, custom and logistic matters.
- Work collaboratively, negotiate and engage with stakeholders and suppliers regarding new projects and supplies.
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials, advise the relevant parties of any impacts – in particular when there is a risk which could prevent the Company meeting customer demands.
- Build, maintain and manage supplier relationships and ensure good communications
- Communicate with suppliers to resolve price, quality, delivery or invoice matters.
- Ensure that a professional, cordial and consistent approach is taken in relation to all internal and external stakeholders.
- Ensure compliance to company guidelines, purchasing policies and procedures.
- Manage the effective workflow to ensure compliance with the Company's ISO standard.

- Produce good quality, accurate ISO reports for internal and external audits, with monthly reporting to the Superior.
- Compliance with all the Companies published policies and procedures.
- Carry out ad-hoc tasks assigned by the Superior.

Requirements:

- Candidate must possess at least Graduate Diploma/Professional Degree in Business Studies/Administration/Management or equivalent.
- Required language(s): English, Bahasa Malaysia, Mandarin
- Candidates fluent in mandarin preferred as the role requires the candidate to deal with mandarin speaking suppliers.
- At least 1-2 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): Attention to detail, Communication, Leadership, Numeracy, Negotiation, Organization, Teamwork
- Preferably Senior Executive specialized in Purchasing/Inventory/Material & Warehouse Management or equivalent.