



## **Purchasing Executive**

### **RESPONSIBILITIES:**

1. To handle daily purchasing routine.
2. To ensure effective and efficient delivery of Purchasing services to support the business.
3. Solicit bids, secure written and quotations from vendors, analyze bids, perform assessment and select products and vendor consistent with existing policies procedures and assist other colleagues in doing the same.
4. To provide customer service by communicating closely with every Section/Department to meet the right specifications on item to purchase.
5. To handle claims to factories/vendors for defective items, shortage of items or missing parts.
6. To ensure all documents involved in purchasing process are in proper record, traceable and in compliance to ISO certification requirements.
7. Sourcing and negotiating for goods/services rendered as per approved workflow process for goods/ services in the approved purchase requisition.
8. Prepare monthly report.
9. Maintain Approved Vendor List.
10. Drive cost reduction activities. Negotiate with vendors for the best package in terms of quality, price, terms, deliveries and service with vendors.
11. Participate in conducting yearly supplier performance evaluation, new supplier selection and management.
12. Participate in half yearly stock count activities.
13. Other duties as assigned by superior or management from time to time.

**EXPERIENCE / SKILLS REQUIRED:**

1. Preferably 3-5years working experience in Purchasing Department in manufacturing environment.
2. Possess a minimum qualification in Diploma /Degree Holder.
3. Assertive and self-initiative.
4. Strong leadership skills.
5. Able to work independently, under pressure & possess a high sense of responsibility.
6. Good command of written and spoken Bahasa Malaysia, English or Mandarin.
7. A good team player.
8. Strong verbal & communication skills.
9. Proficiency in using PC.