

Assistant Purchasing Manager

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CM03702 - Assistant Purchasing Manager

Job Specialization **Procurement/Purchasing** Working Location: **Johor** Salary Range **RM 5,500 - RM 7,500** Posted Date: **29/01/2024**

Location: **Johor**

Client's Profile: **Manufacturing in Stationery for 50 over countries**

Working Days: **5**

Attractive Benefits Include:

Fixed Basic

Allowances

Medical Benefits

Career prospects in High Profile & Multi-National Environment

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Shortlisted candidates will be notified.

JOB SUMMARY:

To assist director in overall purchasing activities

JOB RESPONSIBILITIES:

Duties and Responsibilities:

Primary duties: (Approximately 70% to 80% of daily work schedule)

Monitor raw material stock level and update material usage and pricing report for Purchasing Director/Managing Director.

Ensure the adequacy of purchase requirements (e.g. sample, quotation) prior to communication/negotiate with supplier.

Purchase raw materials, semi materials and packaging materials by issuing Purchase Order.

Ensure all purchased products delivery on time for production

Source new developed raw materials, semi-materials and packaging materials and request quotation/samples from supplier.

Select and evaluate new/existing supplier.

Maintain quality record (e.g. Purchase Order, Supplier Performance Analysis, Review of New Supplier, Purchasing Approval Supplier List and etc.)

Request updated quotation.

Received sample for testing purpose, issue Testing Requisition Form and update testing results to supplier.

Oversee and guide subordinates on purchasing issues and activities, review POs issued by juniors

Train subordinates, arrange job scopes and guide them to achieve team KPIs

Secondary duties: (Approximately 20% to 30% of daily work schedule)

Re-evaluate existing suppliers every year.

Conduct site visit when necessary.

Conduct a meeting and prepare minutes to review suppliers' performance together with Managing Director (MD) or Purchasing Director (PD) yearly.

Approved Purchase Order when Directors oversea. (Amount not exceed RM10,000).

Perform other related duties as required.

JOB REQUIREMENTS:

Knowledge, Skills and Abilities Required:

Able to work with others as a team

Good negotiation and interpersonal skill

Able to work independently under minimum supervision

Fluent speaking and writing English

Must be computer literate

Able to build up good rapport with supplier

Able to work under pressure

Desirable Qualifications:

Preferably Diploma/ Bachelor degree in relevant field.

5 years or above relevant working experience.

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