

VACANCY NOTICE

REF: JS02012025

POSITION	PURCHASING EXECUTIVE
LOCATION	JOHOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

Responsible for the following areas:

1. Procurement
2. Contract
3. Budget tracking
4. E-Invoice

Key Responsibilities:

- Coordinate all purchasing related tasks (annual orders as well as ad hoc purchases) from sourcing suppliers to invoice processing as per the organization policy. This includes:
 - Working closely with Academic & Operations team for the requirement of procurement.
 - Inquiries, price negotiation, seeking approval from the management, raising PR, issuing purchase orders, liaising with supplier regarding orders, follow up on orders made to ensure delivery on time and monitor delivery of items
 - Liaise with vendors and suppliers for order confirmation and delivery status & ensure goods delivered by suppliers are in a timely manner
 - Price negotiation, seeking approval from the management.
 - Arranging PCM and preparing a summary report.
- In charge of inventory forecasting and inventory management.
- Ensuring all processes and compliance programs are met for purchasing processes
- Preparing operating and budget tracking report
- Upkeep all procurement and contracts records.
- Undertake any such relevant and appropriate duties as requested. Deliver a wide range of support and administrative functions.

JOB REQUIREMENTS

- Bachelor's degree in Purchasing or Procurement, Business Management, Supply Chain or equivalent
- At least 2 years of working experience in the related field
- Knowledge of and have experience in e-Invoicing
- Strong organizational and negotiation skills
- Work independently with minimum supervision, assertive and meticulous with positive attitude
- Proficiency in Microsoft Office
- Good command of English, Mandarin, and Malay language
- Able to start work immediately would be added advantage