



PURCHASING EXECUTIVE

EVERSPARK INDUSTRIES SDN BHD

📍 Senai, Johor, Malaysia

🕒 Full-time

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Main Responsibilities:

- Source, compile, negotiate and evaluate the prices, specifications and terms of the products to support the optimal decision for purchase.
- Actively monitor, plan and purchase the required products needed for replenishing in order to ensure sufficient stock for production requirement.
- Liaise with internal stakeholders to understand raw material and packaging requirements and ensure consistent availability through to our suppliers.
- Monitor and maintain inventory levels to optimize costs and minimize stockouts.
- Process purchase order (PO) in system based on the SOP to allow timely and smooth operation process.
- Process indent shipping documents, delivery, and unloading of goods to ensure the timely arrival of goods at the plant.
- Evaluate supplier performance and resolve any issues or disputes.
- Match invoices with purchase orders and submit to the accounts team in a timely manner to ensure the payments are within terms.
- Obtain product registrations and relevant licensing to ensure compliance with regulatory requirements.
- Compile required documents for machinery for the application of tax exemption.
- Coordinate with the Quality Control, Accounts departments and suppliers, handle customer claims regarding products/services quality, quantity and/or delivery terms
- Create and maintain vendor master record, ensuring they are properly documented and approved compliant with the Procurement Policy
- Responsible for timely issuance of Purchase Orders to suppliers and get order acknowledgement within the expected turn-around time.
- Generate reports necessary for updating Purchasing dashboard to track and maintain KPI's.

- Managing the full cycle of procurement activities.
- Assist Purchasing Manager to implement the factory audit process.
- Maintaining accurate records of purchases, pricing, and other relevant data, and generating reports as required.
- Responsible for any other duties as assigned by the superior from time to time and as and when necessary.

Competency Requirement:

- Knowledge of ISO 9001-2000 and documentation procedures.
- Good interpersonal, communication skills and reporting skills.
- Good Command of English and Mandarin.
- Hardworking, multi-tasking, resourceful and proactive with sense of urgency.
- Good computer skills – Microsoft Excel, Words, Power Point and etc.

Employer questions

Your application will include the following questions:

- What's your expected monthly basic salary?
- Which of the following types of qualifications do you have?
- How many years' experience do you have as a Purchasing Executive?
- Have you worked in a role which requires a sound understanding of ISO 9001?
- Which of the following languages are you fluent in?
- How much notice are you required to give your current employer?

Be careful

Don't provide your bank or credit card details when applying for jobs.

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