



Job Responsibilities

- Responsible in purchasing, sourcing, selecting and negotiating with Supplier for the best price purchase
- Respond to inquiries about order status, changes or cancellation
- To get quotation, issuing PO, follow up deliveries, filing and data entry for all the purchasing documentations
- To liaise with suppliers for goods delivery to respective location
- To monitor and control the purchasing and delivery schedule
- To liaise with account department with regards to supplier invoice and payment issues
- Calling/emailing/fax to supplier for the purchases

Job Requirements

- Candidate must possess at least SPM/STPM, Diploma or equivalent;
- Required computing skill(s) : MS Office;
- Required language(s) : English & Bahasa Malaysia;
- Able to work independently under minimum supervision;
- Must be able to interact with all levels and dedicated team worker;
- At least 2 years of working experience in related fields
- Minimum 2 years relevant working experience preferred
- Full-time position(s) available