

Procurement Executive/ Assistant

Selangor - Bukit Belimbing, Balakong

Responsibilities:

- Source required products both locally and overseas
- Conduct discussion with suppliers to confirm product specifications and negotiate price, delivery and any other terms and conditions, which may be required
- Liaison between marketing department, logistics department, suppliers and others such as Custom on all materials issue
- Responsible for the material requirement activities to meet production schedule with zero downtime
- To assist in the planning of purchase and shipments for trade item.
- Manage the procurement activities
- Custom declaration & permit application
- Dealing with bank matter such as Letter of Credit (LC).
- To maintain record on status of all orders
- Any other duties that may arise from time to time

Requirements:

- Candidate must possess a Degree/Diploma in relevant discipline or a professional qualification in Business Studies/ Administration/ Management/ Purchasing
- At least 2 years (Procurement Executive) & 1 year (Procurement Assistant) of working experience in the related field is required for this position. Must have hands-on experience in technical purchases and QS knowledge
- Must be resourceful with strong sourcing, negotiation and procurement skills
- Excellent communication and interpersonal skills
- Candidate must be willing to work in Balakong, Seri Kembangan
- Candidates should be Malaysian or hold relevant residence status

Human Resources
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