

Purchasing Executive

Responsibilities

- To manage and monitor the purchasing functions of the Company's range of products especially packing material
- Develop an understanding between the Company / Customer / Supplier. Assist in the development of agreed market segmentation, market and product introduction plans
- Liase with supplier in the event of product claims and to provide technical support on improving product quality
- Continously sourcing new suppliers and improve of purchase price for the various packaging material needed. Study and analyze the price and quality of other products (packaging material) in the market and make comparison
- To monitor Submission & Renewal of the Custom Declaration
 - a) CJP 1 (Sales & Service Tax Declaration)
 - b) Lampiran K1 & K2 (Disposition & Declaration of Import Duty Items)
 - c) CJP 2 (Sales Tax Exemption)
 - d) CJP 5 (Sales Tax for Import/Purchase Materials)

Requirements

- Diploma, Advanced / Higher / Graduate Diploma, Bachelor's Degree, any field
- Minimum 2 years related working experience in purchasing, preferably in manufacturing industries
- Good command of English and Bahasa Melayu
- Computer literate
- Good negotiation and communication skills
- Understanding of shipping & customs procedures would be an added advantage

If you wish to apply this job, please email your latest resume to:
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