

WE ARE HIRING!

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Purchasing Executive



OVERVIEW

The Purchasing Executive is responsible for managing procurement activities to ensure timely supply of materials that meet customer demand and production plans. This role involves negotiating prices, monitoring supplier performance, and maintaining accurate purchasing documentation to support smooth business operations.

Working closely with internal departments such as Production, Quality, Logistics, Finance, and Projects, the Purchasing Executive ensures cost effective sourcing, inventory control, and compliance with environmental procedures. The position also requires proactive supplier engagement and continuous improvement in procurement processes.



KEY RESPONSIBILITIES

- Purchase of parts based on BOM and customer forecasts
- Price negotiation and quarterly cost down initiatives
- Monitoring deliveries to align with production schedules
- Inventory control and supplier performance evaluation
- Coordination with internal teams and new supplier development
- Compliance with environmental procedures and reporting



QUALIFICATIONS

- Diploma/Degree in Business Studies or equivalent
- Minimum 3 years' experience in a related field
- Strong negotiation, communication, and analytical skills
- Team player with urgency in problem solving
- Computer literate



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that drives value, quality,
and growth.



GROW WITH US.

BUILD THE FUTURE TOGETHER.