

JOB VACANCY

Job Title:	Purchasing Executive
Job Descriptions:	<ul style="list-style-type: none">• Actively monitor, plan and purchase the required products needed for replenishing in order to ensure sufficient stock for production requirement.• Source, compile, negotiate and evaluate the prices, specifications and terms of the products to support the optimal decision for purchase.• Monitor and analyse the products market trend and factors affecting the movement in prices for strategic purchasing decision making.• To review and update the existing and new product's cost, and quality to recommend opportunities for cost optimization.• Process purchase order (PO) in system based on the SOP to allow timely and smooth operation process.• Coordinate with relevant parties (eg suppliers, transporter, forwarding agents, bank) for efficient and effective operation processes including deliveries, documentations etc.• Process indent shipping documents, delivery, and unloading of goods to ensure the timely arrival of goods at the plant.• 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.• Liaise with Government departments, local & overseas suppliers, forwarders, our plant/farm personnel, lab staff, & etc for clearance of machinery/spare parts.• To perform any other task and assignments as directed by the Management from time to time.
Number of Vacancy:	Open for fresh graduates or candidates less than 2 years of working experience
Locality:	Malayan Flour Mills Berhad; KL (HQ)

Contact Person and Email/ Phone Numbers:	May Lim Talent Acquisition Executive Direct: 03-2170 0904; Mobile: 016-286 7545 Email: maylim@mflour.com.my
Special Requirements:	Company background for your reference: Malayan Flour Mills Berhad, an established billion ringgit public listed food manufacturing company. We aspire to be a leading food manufacturing enterprise in the region and have also diversified its business from flour milling to the sale of raw materials and integrated poultry business. Its integrated poultry business includes the breeding and sale of day-old chicks, broiler and breeder farming, processing and sale of poultry products and feeds milling. With over 50 years of experience and workforce of over 2600 in Malaysia and Vietnam, as part of our expansion plans, we are seeking the right talents to be part of our winning team.