

BOEING COMPOSITES MALAYSIA

Procurement Agent

Responsibilities

- Perform daily purchasing activities to procure operational supplies including sourcing, supplier surveillance, and resolving off-site supplier issues while managing purchase orders, contracts, and procurement-related matters
- Coordinate logistics activities, including working with freight forwarders, managing shipments, and ensuring compliance with local authorities
- Support the Procurement Department (Indirect)
- Coordinate and manage sourcing activities to support the Company's requirements.
- Ensure the commodities and materials are procured in accordance with the required stock levels, ensuring the right quantity and timing to support operations
- Procure the commodities and materials as per Company SOP and relevant specifications while applying cost-saving strategies
- Prepare material planning and generate purchase orders through the ordering system based on inventory levels, material forecasts, demand reports & historical usage
- Maintain and ensure material data, pricing and supplier records are up to date in the system
- Coordinate logistic activities, including working with freight forwarders, managing shipments and ensuring compliance with local authorities such as the customs department
- Engage the suppliers on performance issues and assist internal stakeholders in resolving supplier-related challenges
- Maintain the supplier database, liaise with vendors, and assess supplier performance.
- Engage suppliers in negotiations, drive supplier strategies and ensure alignment with business objectives

Requirements

- Bachelor Degree in Business Management, Supply Chain, Logistics or a related field
- Minimum of 5 years of experience in data analysis, business intelligence, or a related field
- Has a solid understanding of procurement processes and possesses strong analytical skills
- Strong project management skills, with the ability to manage procurement projects, timelines, and deliverables effectively
- Possess the ability to review contractual terms and facilitate relevant negotiations

Kindly contact or send your resume to the below address:

Human Resources Department
Boeing Composites Malaysia (411595-X)
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam
06050 Bukit Kayu Hitam, Kedah Darul Aman.
Tel: 04-922 2777 / 04-9217732
Email: jobs@boeingcomposites.my