

Job Description (JD)		JD Temp. Ver.	0.9	Page	1 of 2
Job Title	Purchasing Executive	JD ID	PU-PUEX	JD Version	0.1
Organization	Hup Chong Furniture Sdn. Bhd.	Org. Number	557298-X	Date Comp.	2017/01/13

1. Job Summary

Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.

2. General Information

<i>Contract Type</i>	Permanent	<i>Working Days</i>	Mondays – Fridays
<i>Weekends</i>	Rare	<i>Work Duration</i>	8 hours 45 minutes
<i>Working Hours</i>	8:30am – 6:15pm	<i>Dress Code</i>	Smart casual or uniform
<i>Location</i>	PT 1652 Batu 5-1/4, Jalan Kapar, 41400 Klang, Selangor, Malaysia		
<i>D. Reports</i>	Purchasing Manager		
<i>D. Subordinate</i>	-		

3. Functions

Essential	<ol style="list-style-type: none"> 1. Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services. 2. Purchase the highest quality merchandise at the lowest possible price and in correct amounts. 3. Monitor and follow applicable laws and regulations. 4. Research and evaluate suppliers, based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history. 5. Maintain and review computerized or manual records of purchased items, costs, deliveries, product performance, and inventories. 6. Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased. 7. Monitor shipments to ensure that goods come in on time, and resolve problems related to undelivered goods. 8. Monitor changes affecting supply and demand, tracking market conditions, price trends, or futures markets. 9. Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action. 10. Study sales records and inventory levels of current stock to develop strategic purchasing programs that facilitate employee access to supplies. 11. Interview vendors and visit suppliers' plants and distribution centres to examine and learn about products, services, and prices.
Non-Essential	<ol style="list-style-type: none"> 1. Arrange the payment of duty and freight charges. 2. Review catalogues, industry periodicals, directories, trade journals, and Internet sites and consult with other department personnel to locate necessary goods and services. 3. Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes. 4. Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.
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4. Requirements

<i>Experiences</i>	Preferably at least 5 years in a purchasing role or related
<i>Education</i>	Preferably a Bachelor's Degree in supply chain management or related
<i>Knowledge</i>	<ol style="list-style-type: none"> 1. Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods. 2. English, Chinese, and Malay Languages — Knowledge of the structure and content of English, Chinese, and Malay languages including the meaning and spelling of words, rules of composition, and grammar. 3. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
<i>Skills</i>	<ol style="list-style-type: none"> 1. Management of Material Resources — Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work. 2. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. 3. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
<i>Abilities</i>	<ol style="list-style-type: none"> 1. Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem. 2. Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand. 3. Oral and Written Comprehension — The ability to listen or read, and understand information and ideas presented through spoken words and sentences, or in writing.

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5. Sources	
<i>Internet</i>	https://www.onetonline.org/link/summary/13-1023.00