

FMM Job Vacancy e-Advertisement Form

| To: | Tel No | Fax No | E-mail |
|-------------------------------|-----------------|----------------|---------------------------|
| FMM HQ (Attn: Roslin Walters) | 03 – 6286 7200 | 03 – 6274 1266 | webmaster@fmm.org.my |
| Kedah/Perlis Branch | 04 – 734 3110 | 04 - 734 4057 | fmmkedahperlis@fmm.org.my |
| Penang Branch | 04 – 399 2057 | 04 – 399 4863 | fmmpenang@fmm.org.my |
| Perak Branch | 05 – 548 8660 | 05 – 548 8221 | fmmperak@fmm.org.my |
| Selangor Branch | 03 – 5569 2950 | 03 – 5569 4346 | fmmselangor@fmm.org.my |
| Negeri Sembilan Branch | 06 – 603 1616 | 06 – 603 1628 | fmmnsembilan@fmm.org.my |
| Malacca Branch | 06 – 283 1639 | 06 – 283 8090 | fmmmalacca@fmm.org.my |
| Johor Branch | 07 – 357 7613 | 07 – 357 7617 | fmmjohor@fmm.org.my |
| Eastern Branch | 09 – 515 6857 | 09 – 515 6855 | fmmeastern@fmm.org.my |
| Sarawak Rep. Office | 082 – 332787 | 082 – 332785 | fmmSarawak@fmm.org.my |
| Sabah Rep. Office | 088 – 447580/60 | 088 – 447570 | fmmSabah@fmm.org.my |

Position Vacant PURCHASING EXECUTIVE

Type of Vacancy Permanent Temporary

Job Description

- REFER TO ATTACHMENT -

Required Skills

- REFER TO ATTACHMENT -

Qualifications

Contact Person NURULHUDA SALINA BINTI AMAT SHAH

E-mail humanresource@areumaex-app.com **Tel No** 06-7996688 **Fax No** 06-7992432

Duration of Advertisement : From 17/9/19 **To** 16/10/19

This vacancy is available at my company/factory located at the state/region covered by the following FMM Branch: (Please tick)

- | | | |
|--|--|--|
| <input type="checkbox"/> Kedah/Perlis | <input type="checkbox"/> Penang | <input type="checkbox"/> Perak |
| <input type="checkbox"/> KL & Selangor | <input checked="" type="checkbox"/> Negeri Sembilan | <input type="checkbox"/> Malacca |
| <input type="checkbox"/> Johor | <input type="checkbox"/> Eastern (Pahang, Terengganu, Kelantan) | <input type="checkbox"/> Sarawak Rep. Office |
| <input type="checkbox"/> Sabah Rep. Office | | |

(Note: please use separate form for each position advertised)

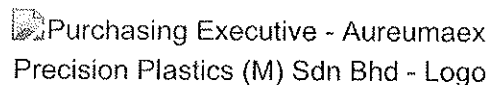
Submitted by:

Name : LETCHIMI AP APPAROW **Designation :** HR & ADMIN MANAGER

Company : AUREUMAEX PRECISION PLASTICS (M) SDN BHD


Address : LOT 8, KAWASAN PERINDUSTRIAN NILAI,
71800 NILAI, NG. SEMBILAN


Email : letchimi@areumaex-app.com



Purchasing Executive

Aureumaex Precision Plastics (M) Sdn Bhd

 Min 2 years (Senior Executive)

 Malaysia - Negeri Sembilan - Nilai

JOB DESCRIPTION

Job Descriptions:

- Manage overall purchasing.
- Prepare monthly purchasing report for top management and review requisitions for goods and services.
- Able to source vendors of materials, equipments or supplier to determine product availability and terms of sales
- To source, analyze quotes, negotiate prices and generate purchase orders.
- To evaluate supplier's performance, price competitiveness and material's quality standard.
- To maintain updated purchasing records and pricing in the SQL system.
- To ensure and monitor supplier's on time delivery and quality of the products.

Job Requirements:


- Candidate must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree in any field.
- At least 2 Year(s) of working experience in the related field is required for this position.
- Preferably Senior Executive specialized in Purchasing/Inventory/Material & Warehouse Management or equivalent.
- Possess good negotiation skills
- Computer literate and able to use SQL system.
- Able to work independently.
- Possess good analytical skills.

WORK LOCATION

Address

Lot 8, Kawasan Perindustrian Nilai, Nilai 71800 Negeri Sembilan.

COMPANY SNAPSHOT

Average Processing Time 

More Than 2 Weeks

Registration No.

212207-X

Industry

Manufacturing/Production

Company Size

201 - 500 Employees

Working Hours

Monday to Friday (8.30am-6.00pm), Alternate Saturday(8.30am-1.00pm)

Dress Code

Casual (e.g. T-shirts)

Benefits

Medical

Spoken Language

English

COMPANY OVERVIEW

Aureumaex Precision Plastics (M) Sdn Bhd was incorporated in February 1991 as a Private Limited Company.

The principal activity of the company is to provide high technology injection moulding services for Consumer, Audio and Computer related industries.

The company also involved in secondary part finishing process, which includes spray painting, silk screening and kitting assembly as per customer specifications

The company has invested into the modern manufacturing facilities, which certified to MS ISO 9001:2015 Quality Management System.

The company is equipped with latest state of Japanese made injection moulding machines, finishing production equipment and substantial know-how and also to achieved growth through committed customer satisfaction.

The company has acquired an enviable reputation with the audio electronic industry for products that are highly reliable and competitively priced.

WHY JOIN US?

Aureumaex Precision Plastics (M) Sdn Bhd we offer in-house training, external training, self learning, on the job training, coaching, overseas mission and etc to enhance our people strengths. Our people are our assests and we value by placing them in our heart as a part of our team.