



Purchasing Executive (Direct Materials)

The Direct Material Buyer is responsible for executing procurement activities for direct materials used in semiconductor assembly and test operations. The role ensures timely material supply, cost competitiveness, and supplier performance to support production, NPI, and customer requirements.

Job Responsibilities:

1. Procurement Execution

- Purchase direct materials that includes but not limited to :
 - Leadframes, substrates, bonding wires
 - Molding compounds, die attach materials
 - Packaging materials
- Issue and manage purchase orders in ERP system according to MRP requirements.
- Ensure on-time delivery to support production schedules.

2. Supplier Coordination & Performance Management

- Liaise with local and overseas suppliers on delivery and supply commitments
- Manage and monitor supplier performance (cost, delivery, responsiveness, quality)
- Manage qualification of new direct material suppliers based on established procedure.
- Support supplier selection and onboarding of new material suppliers.
- Support supplier qualification and material change processes (PCN/ECN) in collaboration with Quality and Engineering.

3. Inventory & Supply Management

- Track lead times and material demand against supplier capacity or readiness to support.
- Manage material shortages & respond promptly to expedite material to support production demand.
- Flag potential shortages, risks, or allocation issues early

4. Cost & Commercial Support

- Support price negotiations.
- Negotiate leadtimes, payment terms and shipment terms.
- Support cost reduction initiatives (VA/VE, alternate sourcing)

5. Cross-Functional Support

- Work closely with Planning, Manufacturing, Engineering, Quality, and NPI teams on material related matters.
- Work closely with Finance and Warehouse on documentation issues (e.g. invoice, labels)
- Support new product introduction, qualification builds, and ramp-up activities as and when needed.
- Participate in problem-solving for material-related issues

6. Compliance & Reporting

- Ensure procurement activities comply with company policies, quality systems (e.g., ISO), applicable regulatory and audit requirements.
- Support internal and customer audits when required.
- Maintain accurate purchasing data in ERP systems (e.g., Dynamic AX).
- Maintain accurate procurement records and reports.

Job Requirements:

- Bachelor's Degree in Supply Chain, Engineering, Sciences, Business, or related field
- 1-3 years of procurement or supply chain experience, preferably in semiconductor OSAT or high-tech manufacturing
- Experience handling direct materials is preferred
- Fresh graduates are encouraged to apply

Skills & Competencies

- Understanding of semiconductor assembly and test materials
- Strong coordination and follow-up skills
- Good negotiation and communication skills
- Analytical and detail-oriented mindset
- Ability to work in a fast-paced, production-driven environment
- Proficient in Microsoft Excel
- Good command of English
- Able to communicate in Mandarin
- Willing to work extended hours or weekends as and when necessary
- Willing to travel to supplier sites based on business need

Interested applicants are invited to write-in / email with a comprehensive resume to:

HUMAN RESOURCE DEPARTMENT

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