



Purchasing Section Head

This leadership role is critical in ensuring the smooth flow of direct materials to support production needs, maintain supplier performance, and drive continuous improvement in sourcing and supplier management. The ideal candidate will lead a dynamic team, liaise with key internal and external stakeholders, and play a strategic role in supplier negotiations and development.

Responsibilities:

Leadership & Team Oversight

- Lead the Direct Material Section, setting direction and managing daily operations such as POs, deliveries, documentations, material related enquires, quality concerns.
- Support and develop team members to ensure strong collaboration and performance.
- Organize resources and coordinate cross-functional projects when needed.

Material Supply Chain Management

- Ensure timely availability of materials to support production and forecasts.
- Handle urgent material shortages and delivery issues with suppliers.
- Respond promptly to operational issues raised by internal teams, customers, or suppliers.

Supplier Communication & Coordination

- Act as the key liaison between internal departments and material suppliers.
- Manage and close supplier-related issues, including Product Change Notifications (PCNs).
- Serve as the reference point for direct material and supplier matters.

Sourcing & Supplier Development

- Identify, evaluate, and qualify new direct material suppliers per company procedures.
- Negotiate pricing and commercial terms in line with corporate procurement policies.
- Develop strong working relationships with suppliers and maintain good rapport.

Supplier Performance & Compliance

- Monitor and improve supplier performance in quality, delivery, and responsiveness.
- Ensure supplier compliance with standards (RBA, QC080000, CTPAT).
- Lead improvement programs aligned with internal and customer expectations.

Requirements:

- Bachelor's Degree in Supply Chain Management, Industrial/Manufacturing Engineering, Business Administration, or a related field.
- Minimum 6–8 years of relevant experience in purchasing, procurement, or supply chain — preferably in the semiconductor or electronics industry.
- Strong skills in Microsoft Excel.
- Strong leadership capabilities to manage a team and coordinate cross-functional initiatives.
- Proactive, detail-oriented, and able to handle complex problem-solving independently.
- Self-motivated with a drive for continuous improvement and high-quality outcomes.
- Willing to work extended hours or weekends when necessary.
- Willing to travel to supplier sites based on business needs.

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

HUMAN RESOURCE DEPARTMENT

UNISEM (M) BHD

No 1, Persiaran Pulau Jaya 9,

Kawasan Perindustrian Pulau Jaya,

31300 Ipoh Perak.

Telephone No. : +605-3572800

Email : recruiting@unisemgroup.com