



### Job responsibilities

- Maintaining inventory accuracy through proper counting, processing of material reports and transfers.
- Cycle Count:
  - Conduct daily cycle count for verify inventory accuracy.
  - Check quantity based on system vs physical.
  - Check on system transaction error based on the variance occur during count.
  - Reconcile on the variance in timely manner.
  - Adjust system inventory qty based on proper investigation, documentation and approval by HOD.
- Others operation such as:
  - Publish aging materials report by weekly basis.
  - Other tasks assigned by HOD
- General:
  - Maintain housekeeping at all times.
  - Ensure FIFO system is followed.
  - Enhance the ESD control according to SOP.
  - Ensure materials are properly stored and labeling is visible.
- Ensure security and safety of materials.

### Job requirements

- SPM or higher.
- Preferred with minimum 1 years working experience in contract manufacturing environment or related job function.
- Basic computer skills – MS Office (Excel, Words, PowerPoint)
- Working knowledge of ERP system such as BaaN/SAP/inforLN preferred.
- Able to work independently and discipline.

### Contact

Ms. GH Ho  
Senior HR Officer  
ESCATEC Electronics Sdn. Bhd.  
Penang, Malaysia  
[GH.Ho@escatec.com](mailto:GH.Ho@escatec.com)  
+60 4 611 228