



Job responsibilities

- Maintain the customer demand into ERP system such as sales orders and customer forecast as and when required. Prior to EP generation run, SCO must ensure the demand data's are correct.
- Responsible for planning & scheduling production quantity based on customer order. To confirm customer's orders after checking the material status with vendors.
- Carry out the routine supply chain operation task; maintain the accurate and timely update data into ERP system.
- Declare material liabilities claim whenever there is an order cancellation or deferment.
- Controlling in-house production and sub-contracting jobs including the issuance of production order for material kitting purpose.
- Update production planning report and investigating on production delay's and initiate corrective action.
- Organizing the flow of materials and parts required in accordance with production plan. Monitor Clear to Build(CTB) status
- Arrange shipment according to customer's requirement and update shipment tracker and work with Shipping officer for invoice preparation.
- Initiate GSP Form A application as and when required.
- Monitoring Finished Goods consignment stock in customer's warehouse and check the stock movement.
- Interface with customer for withdrawal of consigned stock & update orders on weekly basis.
- Ensure proper inventory control according to company business objective.
- Ensure Standard Operating Procedures (QMS & LN) are observed and adhered to at all time.
- Perform other duties as assigned at the discretion of the superior and the Supply Chain Manager.

Job requirements

- At least a Diploma in Business or Materials Management, preferably with at least 2 years' related experience. Preferable Degree in any discipline or Master Degree in overseas.
- Good understanding of inventory management and total Supply Chain planning
- Proficiency in both written and spoken English and ability to negotiate with all levels of people
- Working experience in the contract manufacturing environment preferred.
- Working knowledge of ERP system such as BaaN/SAP/inforLN preferred.
- Excellent communication and strong analytical skill.
- Self organize & structure, independent and self-motivated.
- Willing to learn new things.

Contact

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