



Job responsibilities

- To co-ordinate with IQC by ensure speedy and smooth handling of incoming quality inspection.
- To manage and responsible on inventory accuracy e.g. part number, location, batch lot, warehouse and security of all the materials in the store.
- Undertake yearly stocktaking activities and weekly cycle count.
- Verify any discrepancies and provide reasons to management for approval.
- Ensure kiting of materials is done on timely basis according to Production request qty.
- Ensure on time document submission and ERP system transaction.
- Monitor SFC production order closing on daily basis, perform transaction after completed kiting.
- Ensure correct quantity and materials are delivered to production to fit the work scheduled and done on a timely basis. SFC production order shortage follow up and kiting.
- Liaise with shipping and team for the scrap disposition.
- To do receiving of materials from supplier and to make sure quantity and items received tally with D/O or Invoice.
- To arrange shipment of Finished Goods and make sure correct items being load to the container.
- Enhance the ESD control according to SOP.
- Monitor the product shelf life expiration and call for management review if any.
- Ensure Store Operating Procedures are observed and adhered to at all time.
- To co-ordinate stock movement within J2 and 3PL WH (Xin Hwa and 3PL)
- Assist on job training and basic training related to physical matter and ERP system to all subordinate.
- Maintain high standard of housekeeping.
- Perform other duties as assigned at the discretion of the superior and the Supply chain Manager.

Job requirements

- At least a SPM or Materials Management, preferably with at least 1 year related experience.
- Good understanding warehouse management.
- Proficiency in both written and spoken English and ability to communicate 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, strong leadership and analytical skill.
- Self organize & structure, independent and self-motivated.
- Willing to learn new things, accept new process.

Contact

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