



### Job responsibilities

- Maintain customer demand (Forecast & Purchase Order) into ERP system. Must ensure the demand data in system are correct prior to MRP generation.
- Ensure demand planned in system are accordingly to capacity available.
- Provide customer order acknowledgement and delivery confirmation within time frame.
- Responsible for planning & scheduling production quantity based on customer order.
- Issue Purchase Orders to suppliers/subcontractors base on ERP system requirement
- Issue Production Orders to inhouse production line base on ERP system requirement
- Carry out other routine supply chain operation task - perform Purchase Order and Production Order reschedule in and out, send Purchase Order cancellation when there are order changes from customers.
- Work closely with internal stakeholders to ensure meeting the requirements of demand and customer satisfaction.
- Analyze the stock replenishment impact to entire material supply chain and justify the purchase to avoid excessive stock.
- Follow-up delivery confirmation of all purchase orders that are released to suppliers/subcontractors and update in system accordingly.
- Ensure Purchase Order delivery date in system tally with suppliers/subcontractors' record.
- Justify and provide material forecast from ERP system to suppliers accordingly.
- Monitor and expedite outstanding orders and delivery schedules with suppliers/subcontractors, escalate to respective channel for delivery improvement.
- Liaise with suppliers to ensure on time delivery of materials.
- Coordinate with warehouse and IQA for receipt and inspection of materials.
- Provide material overview report to customer upon request.
- Alert customer in advance of expected delinquent delivery and provide recovery plan.
- Propose open market/stockiest purchase to customer for materials that are expected to have delivery issue from suppliers.
- Coordinate with IQA and follow-up with suppliers/subcontractors for rejected parts replacement dates.
- Review Purchase Orders for adequacy of purchase data and specified requirements before released to suppliers/subcontractors.
- Interface and deal with KAE/KAM on consigned materials handling.
- Declare material liabilities claim whenever there is an order cancellation or deferment which will impact our inventory holding.
- Organize the flow of materials and parts required in accordance with production plan.
- Plan for Sub-contracting job according to ERP system requirement.
- Coordinate with related department to prepare materials to subcontractor timely.
- Arrange shipment according to customer's requirement and update shipment tracker for Supply Chain clerk to prepare the invoice.
- Involve in NPI activities related to supply chain.
- Ensure proper inventory control according to company business objective.

- Involve in preparing GSP application as and when required.
- Monitor Finished Goods consignment stock in customer's warehouse and check the stock movement (wherever applicable)
- Interface with KAE/KAM for withdrawal of consigned stock & update orders on weekly basis (wherever applicable)
- Ensure Standard Operating Procedures (QMS & ERP) 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

- Degree in Business or Supply Chain Management, preferably with at least 1 year related experience.
- Good understanding of inventory management and procurement.
- Proficiency in both written and spoken English and ability to negotiate with all levels of people.
- Working experience in the contract manufacturing environment is preferred.
- Working knowledge of ERP system such as SAP / InforLN is preferred.
- Excellent communication and strong analytical skill.
- Self organized & structured, independent, good interpersonal skill and self-motivated.

## Contact

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