

Corporate Procurement Clerk

Penang, Malaysia

JOB DESCRIPTION

Responsibilities:

Commodity Management

- Nil

Supply Management

- Updating the leadtime, MOQ, SPQ for items in Infor LN

Supplier Management

- Collect, and archive suppliers' documents both hard and softcopy
- Recover the old supplier without the proper documentation
- Create and maintain Business Partner data in Infor LN

Cost Management

- Update the pricebook in Infor LN

RFQ /NPI Management

- Assist in project documentations

General Management

- Execute policies and strategies of Corporate Procurement
- Execute instruction from superior

Skills & Experience:

Personal Attribute

- Able to communicate in English both written and oral.
- Good interpersonal skills
- Dedicate to work, careful and attention to detail
- Personal Integrity

Technical

- Knowledge in MS Office application, Word, Excel and Powerpoint
- Knowledge in computer and typing

Academic

- Form 5 and above
- Minimum 2 years clerical function in a electronics manufacturing or related industry.

Location:

The role is located at ESCATEC's corporate headquarters in Bayan Lepas, Penang, Malaysia.

Contact:

Please send your cover letter, resume/CV, copies of diplomas/certificate and a recent photo to:

Ms. GH Ho
HR Officer
Escatec.Jobs@escatec.com
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