



### Job Responsibilities

- Email Purchase Orders to suppliers/subcontractors.
- Perform general office duties as assigned by Manager or Supply Chain Officer.
- Handling of Return Material Note from IQA.
- Prepare sales invoices and credit notes.
- Filing of supply chain department documents.
- Clerical tasks, eg send document for internal approval, distribute document to relevant department.
- Email engineering drawing to suppliers.
- Prepare reports pertaining to LMW renewal.
- Prepare return Purchase Order & Debit Note.
- Transfer planned production orders whenever required by SCO.
- Send VMC & VMI forecast report to suppliers.
- Send VMI & VMC usage reports to suppliers.
- Email invoices to customers.
- Handle production orders related matter in ERP system, ie release production order, amend production order dates, update materials in production order, etc
- Email reports such as backorder report, forecast report, rescheduling report to suppliers.
- Prepare reports for SCM & SCO as and when required.
- Prepare Material Product Concession (MPC) and obtain approval.
- Scrap sales witness
- Make shipment arrangement and booking, eg prepare packing list, AWB
- Indirect Purchase handling, ie convert Purchase Requisition (PR) to Purchase Order

### Job Requirements

- SPM and minimum 1 year working experience
- Basic computer skills – MS Office (Excel, Words, Power Point)
- Working experience in ERP system is preferred
- Able to speak and write in English

### Contact

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