

Supply Chain Officer

Penang

Procurement

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
- Purchase of materials as required based on ERP system requirements
- Analyze the stock replenishment impact to entire material planning chain. Justify the purchase if it's resulted excessive stock
- Issue and enter Purchase Orders. Update order confirmation from vendors
- Check delivery confirmation of all orders released to vendors
- Monitor and expedite outstanding orders and delivery schedules
- Inform and follow-up with vendors for rejected parts and replacement dates
- Review Purchase Orders for adequacy of purchase data and specified requirements before released
- Sourcing and price negotiation for indirect material
- Update costing for customer consigns part
- Interface and deal with CPE on the purchase data information update and revision
- Interface and deal with customers/KAE on consigned materials
- 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
- Planning for Sub-contracting job as and when required. Get quotation from sub-contractor for new project
- Arrange shipment according to customer's requirement and update shipment tracker to advice Supply Chain clerk to prepare the invoice
- 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

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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 procurement
- 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

Please send your cover letter, resume/CV, diplomas/certificates and a current photo to:

Ms. GH Ho

Senior HR Officer

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