



Job Responsibilities

- Purchase of materials as required based on ERP system requirements.
- Weekly print out planned PO, justify system prompt quantity, and place order for JIT packaging & chemical requisition upon superior instruction and approval.
- Organizing the flow of materials and parts required in accordance with the production plan.
- Up-to-date details on on-hand quantity to minimize inventory carrying costs, increase efficiency, and decrease waste to ensure proper inventory control according to company business objective.
- Keep track of PO sent and Supplier/Vendor, acknowledgement received on order given.
- To perform PO and PO Summary filing.
- Monitor and expedite outstanding orders and update the delivery date to the end user/requestor. Deal with non-supplied, under orders, over orders, and damaged goods while creating and maintaining good relationships with service providers and vendors.
- Keep track of goods received and inform the requestor to collect the goods.
- All invoices are then matched with the purchase order for both DM & IDM and the delivery order before submitting them to data entry for input into the InforLN System.
- To forward all invoices to the Finance Department for payment processing.
- Material nonconformance - Issue return PO - PR1 & PR2 and Issue PC1 PO - VMC.
- Incoming Discrepancy Report for PR2.
- Involve with material disposition activity- scrap on JIT material.
- Perform other duties as assigned at the discretion of the superior

Job Requirements

- At least an STPM or Diploma in Business Studies/Administration/Management, Commerce or equivalent.
- Proficiency in both written and spoken English/Chinese/Malay and ability to negotiate with all levels of people.
- Excellent communication and strong analytical skills.
- Basic computer skills – MS Office (Excel, Word, PowerPoint)
- Valid Driving license.

Contact

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