



JAC Recruitment

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Singapore



PR/094988 | Production Planning Executive

Job Information

Recruiter[JAC Recruitment Singapore](#)**Job ID**

1538264

Industry

Industrial Facilities

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

May 1st, 2025 20:14

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

Our client is a global leader in the engineering and manufacturing sector, renowned for delivering innovative and reliable solutions that shape the future of industries. They design, manufacture, and maintain cutting-edge products and systems, including power plants, transportation systems, and industrial machinery. As they continue to drive growth and expansion, they are now seeking a Production Planning Executive to join their team and contribute to their ongoing success.

Job Responsibilities

Ensure on-time project delivery based on customer requirements.

Plan and schedule production based on component availability, manpower, and production capacity.

Coordinate with purchasing, warehouse, and production teams to ensure timely delivery of raw materials and finished goods.

Manage material shortages and expedite delivery to minimize production delays.

Coordinate with third-party warehouses for component delivery and finished goods collection.

Revise production processes and QA test standards annually.

Perform SAP transactions, including routing creation, good receipt, and production order creation.

Coordinate witness tests and QA tests with sales and engineering teams.

Provide production support, including reporting on downtime and long storage components.

Ensure compliance with company environmental practices.

Job Requirements

Bachelor's Degree/Diploma or equivalent in Engineering, Supply Chain Management, or Logistics will be preferred.

At least 2 years of experience in production planning and inventory management.

Proficient in MS Office (Excel, Word, Outlook).

Experience with ERP systems, preferably SAP (PP module).

Strong understanding of supply chain, material flow concepts, and production planning reporting.

Excellent written and verbal communication skills.

Catherine Qu

JAC Recruitment Pte Ltd

EA Personnel: R22104823

EA Personnel Name: QU QIUSHI

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#countrysingapore

Company Description