



PR/159039 | Supply Chain Executive

Job Information

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

1541087

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:41

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

A multinational company which is a leading manufacturer of drive technology, industrial automation, and robotics, is looking for a **Supply Chain Executive** to join their team.

Job Description:

- Order Processing: Review and confirm customer orders and enter them into the system.
- Inventory Management: Check inventory level to ensure sufficient stock and allocate stock or restock as needed.
- Order Planning: Allocate stock for open orders for delivery/shipment planning to update customer and sales division, create invoices and follow up on payment status.
- Shipping Processing: Coordinate with the warehouse to prepare goods for packing, liaise with forwarders, prepare shipping documents such as Bills of Lading, Commercial Invoices, Packing Lists, monitor shipments and provide tracking information to customers.

- Resolve any shipping issues, delays, or discrepancies promptly, ensuring a smooth delivery process.
- Import Customs Clearance: Verify import documents, send import clearance instruction, shipping documents, serial number and HS code to import handling agent and warehouse receiving, and handle any discrepancies.

Key Requirements:

- Understanding of order processing workflows from order receipt to delivery.
- Knowledge of import/export regulations including customs clearance and H.S code
- Familiarity with shipping documentation, such as Bills of Lading, Commercial Invoices, Packing Lists, and Certificates of Origin.
- Proficient in Microsoft Excel (SAP experience will be an added advantage).
- Experience in stock and inventory management.
- Attention to detail, good communication skills and ability to solve problems.

#LI-JACMY
#stateKL
#countrymalaysia

Company Description