



PR/160247 | Planner & Material Control (Manufacturing)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1582486

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 31st, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

We are seeking a detail-oriented and proactive Planner (PMC / Planning & Material Control) to support production planning, material coordination, inventory management, and warehouse operations. The ideal candidate will ensure smooth production flow, accurate inventory control, and timely delivery performance within a manufacturing environment.

Key Responsibilities

Planning & Material Control (PMC)

- Prepare and monitor daily, weekly, and monthly production plans based on sales orders, material availability, and production capacity.
- Coordinate closely with Production, Sales, Purchasing, and Quality teams to ensure production schedules are met.
- Monitor raw material availability, follow up on shortages, and coordinate timely replenishment to prevent production delays.
- Track production progress, WIP (Work-In-Progress), and delivery status, updating schedules as needed.
- Prepare production planning and material control reports for management review.

Warehouse & Inventory Management

- Oversee the receiving, storage, issuing, and dispatch of raw materials and finished goods.
- Ensure inventory accuracy through proper documentation, system updates, and timely stock transactions.
- Conduct periodic stock counts and reconcile physical stock with system records.
- Implement and maintain proper warehouse layout, labelling, FIFO practices, and 6S standards.
- Coordinate logistics arrangements and support outbound shipment activities.
- Maintain accurate records in ERP or inventory management systems.
- Support continuous improvement initiatives to enhance planning accuracy, inventory control, and warehouse efficiency.

General Responsibilities

- Perform any additional tasks assigned by management.

Requirements

- Diploma or Bachelor's degree in Supply Chain, Engineering, Logistics, or related field.
- Experience in PMC and/or warehouse operations within a manufacturing environment is preferred.
- Proficient in Microsoft Excel and ERP systems.
- Strong coordination, communication, and problem-solving skills.
- Mandarin-speaking candidates are preferred due to frequent coordination with the China team.

Benefits

- Free parking
- Meals provided

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Company Description