



PR/160965 | Planning Executive / Senior Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1607725

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 10:32

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

A European based company is looking for Planning Executive or Senior Executive to be based in Bayan Lepas, Penang. The role covers production planning, material planning, and cross-functional coordination with regional stakeholders.

Job Responsibilities

- Maintain the customer demand into ERP system such as sales orders and customer forecast as and when required.
- Ensure demand data is correct prior to EP generation run
- 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.
- 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. Monitor Clear to Build(CTB) status
- Arrange shipment according to customer's requirement and update shipment tracker and work with Shipping officer for invoice preparation.
- 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.

Job Requirements

- At least a Diploma in Business or Materials Management, preferably with at least 2 years' related experience.
- Good understanding of inventory management and total Supply Chain planning
- 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.

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Company Description