



PR/161037 | MATERIAL PLANNER (Established Manufacturing Company)

Job Information

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

1611300

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 08:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

The company operates in the Electronic Manufacturing industry and is committed to maintaining efficient supply chain operations, quality standards, and continuous improvement initiatives. The Planner plays a key role in supporting procurement activities, vendor management, and cost optimization to achieve business objectives.

Key Responsibilities

- Establish and maintain effective supply chain management processes to ensure vendors meet company and departmental objectives.
- Continuously review high-value items and collaborate with vendors on quarterly cost reduction initiatives.

- Ensure all Purchase Orders (POs) are issued to vendors accurately and on time.
- Generate procurement and planning reports for management review and decision-making.
- Verify and reconcile invoice values against purchased values for accuracy and compliance.
- Monitor vendor performance and support continuous improvement in procurement and supply chain activities.

Job Requirements

- Degree or Diploma in Electrical/Electronic Engineering.
- Minimum 3 years of experience in an Electronic Manufacturing environment.
- Strong planning, organizing, and controlling skills.
- Good communication and interpersonal skills.
- Knowledge of ISO 9001 and ISO 14001 standards will be an advantage.
- Ability to work effectively with vendors and internal stakeholders.
- Strong analytical skills and attention to detail.

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Company Description