



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/161040 | ASSISTANT SUPERVISOR STORE (Established Manufacturing Company)

Job Information

Recruiter

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Job ID

1611302

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 1 year

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 warehouse and inventory management processes to support production and customer requirements. This role ensures smooth store operations, accurate inventory control, and timely material movements while supporting continuous improvement initiatives.

Key Responsibilities

- Support daily store and warehouse operations.
- Perform work order backflush transactions accurately and timely.
- Coordinate and process shipment pull activities according to operational requirements.
- Handle Purchase Order (PO) receiving and ensure all receipts are recorded accurately.

- Utilize and maintain inventory transactions within the company's system.
- Work independently with minimal supervision while meeting operational objectives.
- Ensure inventory accuracy and the correctness of all transactions.
- Monitor stock movements and maintain proper inventory records.
- Support continuous improvement activities within the store and warehouse functions.

Job Requirements

- Diploma, Degree, or equivalent qualification.
- Minimum 1 to 2 years of experience in the
- Electronic Manufacturing industry.
- Knowledge of ISO 9001, ISO 14001, and ISO 13485 standards is an advantage.
- Strong leadership skills and experience in people management.
- Good computer literacy and system proficiency.
- Strong communication and interpersonal skills with the ability to work effectively in a team environment.
- Able to read, write, and communicate in English and/or Bahasa Malaysia.
- Good analytical and problem-solving skills with the ability to recommend practical solutions.
- Strong time management and organizational skills.
- Self-motivated, able to work with minimal supervision, and committed to continuous improvement.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description