



マレーシアの求人なら
JAC Recruitment Malaysia

PR/161052 | ASSISTANT PLANNER

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1611310

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:30

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 is a manufacturing organization focused on delivering quality products while maintaining efficient production planning, material control, and inventory management processes. This role supports the Production Planning & Control function by coordinating production schedules, material requirements, and cross-functional activities to ensure on-time delivery and operational efficiency.

Key Responsibilities

- Assist the Production Planner in the daily operations of the Production Department.
- Prepare material planning, monitor stock levels, and coordinate material purchases to support production requirements.
- Review inventory levels regularly and adjust plans based on changes in market demand and order volumes.

- Develop weekly and monthly machine loading plans and weekly shift schedules.
- Prepare, print, and issue production schedules and production orders to production sections.
- Monitor production schedules and order status to ensure orders are completed according to plan and delivery requirements.
- Review pending orders and revise production plans to accommodate urgent orders or changing priorities.
- Ensure cable transfer slips are accurately issued and submitted to the Quality Control Department for final inspection and testing.
- Compile and prepare monthly management reports, including material savings, production performance, machine breakdowns, production wastage, WIP stock take, and ISO quality objectives.
- Coordinate with Production Section Leaders regarding shift schedules and workforce planning.
- Maintain production records and reports in accordance with ISO Quality Management System (QMS) requirements.
- Liaise with Technical, Quality Assurance, Maintenance, and Engineering teams on product quality, machine performance, preventive maintenance, and operational issues.
- Provide product lead-time information to the Sales team to support customer quotations and order commitments.
- Coordinate with Sales and Purchasing departments on production schedules, material planning, and delivery requirements.
- Ensure production orders and ISO 9001 QMS records are properly maintained and controlled.
- Perform any other duties assigned by management as required.

Job Requirements

- Diploma or Degree in Engineering, Manufacturing, Supply Chain Management, Business Administration, or a related field.
- Experience in production planning, material planning, inventory control, or manufacturing operations is preferred.
- Strong planning, scheduling, and coordination skills.
- Good analytical and problem-solving abilities.
- Proficient in Microsoft Office applications and production planning systems.
- Strong communication and interpersonal skills with the ability to work effectively across departments.
- Ability to work under pressure and manage multiple priorities.
- Good organizational and time management skills.
- Knowledge of ISO 9001 Quality Management System requirements is an advantage.
- Detail-oriented with the ability to maintain accurate records and reports.
- Self-motivated and able to work independently while contributing effectively within a team environment.

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