



## PR/161115 | Senior Executive - Supply Chain & JIT Operations

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1614220

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 22nd, 2026 10:37

### 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

Our client is looking for a Senior Executive, JIT to support supply chain operations. The main responsibility is to ensure customer receive the right products, in the right quantity, at the right time, while coordinating closely with customers, suppliers, warehouse and internal teams to ensure smooth and timely operations.

**Work location:** Alor Gajah, Melaka

**Job Responsibilities:**

- Plan and monitor customer orders, including daily/ short term requirements and 3-month forecasts.
- Coordinate stock planning based on customer demand, warehouse capacity and delivery schedules
- Handle purchasing activities and ensure sufficient stock is available to meet customer requirements
- Follow up closely with suppliers on order status, stock availability and delivery schedules
- Coordinate daily JIT deliveries and ensure products are delivered according to customer requirements

- Communicate with customers regarding orders, delivery schedules, changes and other operational matters.
- Coordinate sales administration and billing activities, including ensuring invoices are issued accurately and on time
- Work closely with suppliers to maintain a stable and responsive supply chain
- Coordinate with relevant parties when there are product quality or delivery issues and ensure problems are resolved promptly
- Identify areas for improvement and support initiatives to improve supply chain efficiency and customer service

**Job Requirements:**

- Bachelor's degree in business, Supply Chain Management, Logistics or a related field
- Around 3-5 years of relevant working experience in areas such as:
  - **Just-In-Time operations**
  - **Supply Chain / Logistics**
  - **Material Planning**
  - **Purchasing / Procurement**
  - **Order Management**
  - **Sales Coordination**
- Experience in automotive, manufacturing or trading industry would be advantage
- Good understanding of supply chain and JIT operations
- Strong planning and coordination skills
- Able to communicate effectively with customers, suppliers and internal teams
- Good problem solving and analytical skills
- Detail oriented and comfortable working in a fast-moving environment
- Willing to travel locally or overseas when required

#LI-JACMY

#Countrymalaysia

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## Company Description