



PR/159039 | Supply Chain Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1541087

業種

その他（メーカー）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年05月20日 12:41

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

A multinational company which is a leading manufacturer of drive technology, industrial automation, and robotics, is looking for a **Supply Chain Executive** to join their team.

Job Description:

- Order Processing: Review and confirm customer orders and enter them into the system.
- Inventory Management: Check inventory level to ensure sufficient stock and allocate stock or restock as needed.
- Order Planning: Allocate stock for open orders for delivery/shipment planning to update customer and sales division, create invoices and follow up on payment status.
- Shipping Processing: Coordinate with the warehouse to prepare goods for packing, liaise with forwarders, prepare shipping documents such as Bills of Lading, Commercial Invoices, Packing Lists, monitor shipments and provide tracking information to customers.

- Resolve any shipping issues, delays, or discrepancies promptly, ensuring a smooth delivery process.
- Import Customs Clearance: Verify import documents, send import clearance instruction, shipping documents, serial number and HS code to import handling agent and warehouse receiving, and handle any discrepancies.

Key Requirements:

- Understanding of order processing workflows from order receipt to delivery.
- Knowledge of import/export regulations including customs clearance and H.S code
- Familiarity with shipping documentation, such as Bills of Lading, Commercial Invoices, Packing Lists, and Certificates of Origin.
- Proficient in Microsoft Excel (SAP experience will be an added advantage).
- Experience in stock and inventory management.
- Attention to detail, good communication skills and ability to solve problems.

#LI-JACMY
#stateKL
#countrymalaysia

会社説明