



PR/160965 | Planning Executive / Senior 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

1607725

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

2026年08月18日 10:32

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

無し

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 European based company is looking for Planning Executive or Senior Executive to be based in Bayan Lepas, Penang. The role covers production planning, material planning, and cross-functional coordination with regional stakeholders.

Job Responsibilities

- Maintain the customer demand into ERP system such as sales orders and customer forecast as and when required.
- Ensure demand data is correct prior to EP generation run
- Responsible for planning & scheduling production quantity based on customer order. To confirm customer's orders after checking the material status with vendors.
- Carry out the routine supply chain operation task; maintain the accurate and timely update data into ERP system.
- Declare material liabilities claim whenever there is an order cancellation or deferment.

- Controlling in-house production and sub-contracting jobs including the issuance of production order for material kitting purpose.
- Update production planning report and investigating on production delay's and initiate corrective action.
- Organizing the flow of materials and parts required in accordance with production plan. Monitor Clear to Build(CTB) status
- Arrange shipment according to customer's requirement and update shipment tracker and work with Shipping officer for invoice preparation.
- Initiate GSP Form A application as and when required.
- Monitoring Finished Goods consignment stock in customer's warehouse and check the stock movement.
- Interface with customer for withdrawal of consigned stock & update orders on weekly basis.

Job Requirements

- At least a Diploma in Business or Materials Management, preferably with at least 2 years' related experience.
- Good understanding of inventory management and total Supply Chain planning
- Working experience in the contract manufacturing environment preferred.
- Working knowledge of ERP system such as BaaN/ SAP/ inforLN preferred.
- Excellent communication and strong analytical skill.
- Self organize & structure, independent and self-motivated.

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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会社説明