

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

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
1611302

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11月03日 11:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

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

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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会社説明