

PR/161341 | SERVICE DELIVERY AGENT (Warehouse Management 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
1623329

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17日 10:17

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

Key Responsibilities

- Manage the full order fulfilment process, including order validation, tracking, prioritisation, and coordination with internal teams to ensure timely delivery.
- Create, maintain, and ensure the accuracy of Bill of Materials (BOM) data to support customer and operational requirements.
- Create and release production orders in SAP PP, ensuring correct quantities, schedules, BOM linkage, and production readiness.
- Work closely with Account Management to align customer commitments with production schedules and material availability.
- Communicate order risks, constraints, delays, and alternative solutions to support customer expectations and decision-making.

- Coordinate and escalate issues related to orders, production, materials, and deliveries with relevant stakeholders.
- Support service performance reporting, KPI/SLA tracking, audit requirements, and continuous improvement initiatives.

Job Requirements

- Diploma or Bachelor's Degree in Business, Supply Chain, Logistics, or a related field.
- Experience in order management, service delivery, manufacturing, logistics, import/export, or related operational functions.
- Good understanding of order processing, BOM management, production planning, and cross-functional operational coordination.
- Familiarity with SAP, particularly SAP PP, including production order creation, release, and BOM management.
- Strong communication, coordination, problem-solving, and stakeholder management skills.
- Customer-focused, detail-oriented, and able to manage multiple priorities in a fast-paced environment.
- Proficient in Microsoft Office applications; knowledge of Lean or Six Sigma methodologies is an advantage.
- Flexible to support global stakeholders and business operations outside normal working hours when required.

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