



Job responsibilities

- Oversee the supply chain operation control, ensure the respective SCO carried out the routine job, and take corrective action and improvement action if there is any discrepancy.
- Involve in management of vendor relationships to ensure the coordinated development, implementation and measurement of programs to support supply chain strategies.
- Assist SCO in follow up with supplier to prevent line stoppages.
- Coordinate and ensure the quality of development, training, implementation and modification of systems and processes to support business objectives.
- Develop and monitor process edit reports to ensure that system settings and controls are properly aligned with business objectives and system requirements.
- Provide guidance to SCO in the process of developing and monitoring project timelines for new product launches.
- Identify opportunities for process improvement and suggest and implement improvements as necessary.
- Build relationships and interact with other departments to improve communication, process, and total business execution.
- Provide timely reporting on supplier delivery status of all projects and performance measures.
- Ensure that customer forecasts are properly prepared and reported.
- Produce a monthly summary and analysis of inventory liabilities and excess, as well as slow turning inventories and presentation in the stores & on order stock.
- Maintain accountability for all purchase orders placed.
- Confirmed the requisition to minimize overhead cost.
- Support the department for those issues related to ERP system.
- Draft and update the procedures in stored according to the latest changes in operation / requirement. Ensure Standard Operating Procedures are observed and adhered to at all time.
- Any other duties assigned by superior.

Job requirements

- Degree in Business Management/Operation Control/Purchasing or Supply Chain Management
- Minimum 5 years related working experience in the contract manufacturing environment.
- Familiar with ERP system such as InforLN/SAP or any other ERP system.
- Proficiency in both written and spoken English and ability to negotiate with all levels of people.
- Strong leadership, communication and analysis skill.
- Self organize & structure, independent and self-motivated.

Contact

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