

 <small>YOUR INTEGRATED MANUFACTURING PARTNER</small>	JOB DESCRIPTION
ESCATEC ELECTRONICS SDN BHD	

Job Title	Supply Chain Officer - Purchasing	Dept	Supply Chain
Report to	Section Head / Manager	Date	24 th January 2024
Subordinates	NA	Prepared By	Supply Chain Section Manager

JOB OUTLINES

Job Description :

- Purchase of materials as required based on ERP system requirements.
- Analyze the stock replenishment impact to entire material planning chain. Justify the purchase if it's resulted excessive stock.
- Issue and enter Purchase Orders. Update order confirmation from vendors.
- Check delivery confirmation of all orders released to vendors.
- Monitor and expedite outstanding orders and delivery schedules.
- Inform and follow-up with vendors for rejected parts and replacement dates.
- Review Purchase Orders for adequacy of purchase data and specified requirements before released.
- Sourcing and price negotiation for indirect material.
- Update costing for customer consigns part.
- Interface and deal with CPE on the purchase data information update and revision.
- Interface and deal with customers/KAE on consigned materials.
- Declare material liabilities claim whenever there is an order cancellation or deferment.
- Organizing the flow of materials and parts required in accordance with production plan.
- Planning for Sub-contracting job as and when required. Get quotation from sub-contractor for new project.
- Ensure proper inventory control according to company business objective.
- Ensure Standard Operating Procedures (QMS & LN) are observed and adhered to at all time.
- Perform other duties as assigned at the discretion of the superior and the Supply Chain Manager.
- Carry out the routine supply chain operation task; maintain the accurate and timely update data into ERP system
- Perform other duties as assigned at the discretion of the superior and the Supply Chain Manage

Job Requirement :

- At least a Diploma in Business or Materials Management, preferably with at least 2 years' related experience. Preferable Degree in any discipline or Master Degree in overseas.
- Good understanding of inventory management and procurement
- Proficiency in both written and spoken English and ability to negotiate with all levels of people
- 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.
- Willing to learn new things.

Key Result Area (KRA) :

- Inventory holding & stock turn.
- Attainment to delivery.
- Attainment to plan.
- Inward freight cost control.
- Planning efficiency.
- Item signal.

Authorities/Decisions :

- Execute and issue purchase order.
- Supplier Delivery Scheduling
- Sourcing stock from open market if required.

Approved by:	Acknowledged by:
Name: Position : Signature:	Name: Position : Signature:

Originally signed document to be filed in the personnel file.