

## **ASSISTANT EXECUTIVE, SUPPLY CHAIN**

(Based in Senai, Johor)

### **Responsibilities:**

- Assist Supply Chain Executive in POs and stock in transactions creation.
- Handling emails on stocks related matter.
- Understand promotional calendars or programs and to work with superior in buffer stocks planning.
- Liaise and to arrange transporters on stock related matters.
- Close follow up with relevant parties on product availability issues.
- Ensure that obsolete and aged stocks are identified, consistent follow up is required with relevant parties to minimize stock write-off.
- To input monthly sales forecasting figures into the Sales Forecasting application.
- Perform other related duties and responsibilities as assigned by superior from time to time.

### **Requirements:**

- Candidate must possess at least a Diploma or Bachelor's Degree in Logistic or Transportation, Supply Chain or related discipline.
- At least 1 year of working experience in the related field.
- Strong analytical and problem-solving skills.
- Good communication and interpersonal skills.
- Knowledge in Microsoft application is required.
- Ability to work with minimal supervision.
- Willing to be on 5 and half day work week in Senai, Johor.