

Production Planner

Responsibilities:

- Work closely with Sales, Production, Warehouse and Procurement Divisions to gather information for production and materials planning.
- Prepare and update daily, weekly and monthly production schedule and materials requirement and forecast using production planning software.
- Prepare monthly report on Production Schedule and Materials Planning against Work Order requirement and commitment.
- Maintain an accurate material usage and inventory level by processes.
- Monitor material flow and inventory to ensure sufficient materials for production process.
- Prepare and coordinate issuance of raw materials, components (accessories) and semi-finished products for daily and/or weekly production schedule.
- Any other tasks as assigned by the Production Manager.

Requirements:

- MUST be able to communicate effectively in English and Bahasa.
- Candidate must possess at least a Diploma in any field.
- At least 3 year(s) of working experience in the related field is required for this position.
- Able to work independently & committed.
- Proficient in MS Excel / MS Words / Planning / Scheduling.
- Full-Time position(s) available.
- Preferably Executive specialized in Manufacturing/Production Operations or equivalent.

If you're interested in this position, please send your resume to vanessa@advancednet.com.my

Thank you for your application. For those who shortlisted will be contacted.