



K-One Technology Berhad

K-One Technology Bhd. and its subsidiaries, jointly known as the K-One Group, is a technology solution provider listed on the ACE Market of Bursa Malaysia. It is principally engaged in the design, manufacturing and supply of mobile phone accessories, computer peripherals and consumer technology products. In view of our expansion, we seek suitably qualified candidate(s) to fill the following position:

Planning Executive

(Perak - Ipoh)

Responsibilities:

- To coordinate with customers from Purchase Order receiving to acknowledgement to scheduling, production and delivery
- To plan and execute production-material schedules in order to meet customer delivery date
- To coordinate with internal and external parties such as sub-contractors in ensuring on time delivery and fulfillment of order
- To run MRP against Purchase Order and coordinate with purchasers/suppliers for materials delivery
- To monitor and optimize inventory level
- To conduct effective inventory control including sub-cons' and ensure minimal inventory variance
- To liaise daily with production supervisor on output, WIP tracking and job order supervision
- To coordinate with forwarders on shipment arrangement and provide customers with reliable shipping documents and information
- To generate shipping documents such as DO/ Packing List/ Pro-forma Invoice, Consignment Note and GPB against Purchase Order
- To prepare monthly delivery performance report and Purchase Order report.
- To maintain good document filing and records at all time

Requirements:

- Degree or Diploma in any discipline
- Minimum 2 years of hands-on purchasing and planning experience in an electronics manufacturing concern
- Strong analytical and problem-solving skills
- Good interpersonal and communication skills, both verbal and written
- Knowledge of ERP and MRP will be an added advantage

Interested applicants are invited to **apply online or write-in** with your detailed resume stating personal particulars, qualification, employment history, expected salary, contact number and a passport-sized photograph (n.r.) to:

The Human Resource Manager

K-One Group

66 & 68 Jalan SS22/21

Damansara Jaya

47400 Petaling Jaya

Email : bctan@k-one.com.my

For more information, please visit us at :- <http://www.k-one.com.my>