



Shah Alam, Malaysia

**WE'RE HIRING! The world's largest industrial air compressor company is looking for an experienced Assistant Supply Manager to be based in Shah Alam!**

**Mission:**

To lead and assist supply team in daily operation.

- To ensure warehouse operation in proper manner
- To execute/perform tasks given by Superior
- ASM act as the first point of referral for the team on any queries and provide guidance and support to ensure policy, procedure and best practice are followed.
- Identify improvement opportunities within the process and day to day operations.
- Oversee and support the team to enable effective service delivery.
- Identify training needs and where appropriate provide/arrange necessary training and support.

**Job Description**

**Order Management**

- Sales order processing of sales to resellers and customers in Malaysia.
- Co-ordinate with Sales Personnel /Business Line Managers and Credit Control on credit checks
- Attend to resellers / customers or any internal enquiries on related supply matters
- Improve and standardize order processing procedures

**Inventory control / Pricing**

- Perform regular stock replenishment routines for parts/ consumables with agreed ROP
- Maintenance of article file in the stock control module
- Maintain costing of new machines and parts
- Perform quarterly and yearly price change

**Procurement**

- Place orders with factory (Belgium, China, United Kingdom, and United States) and follow up with purchase order.
- Verify accuracy of supplier invoices against orders placed
- Obtain test certificates from suppliers for equipment imported

Applications, shall include CV, name of references, recent photo and current package. Talentum EQ is undertaking the consultancy work of the above position. Please email your application in English to: [liann@talentumeq.com](mailto:liann@talentumeq.com) or [elif@talentumeq.com](mailto:elif@talentumeq.com)



### **Shipping Arrangements**

- Liaise with forwarders for incoming orders and export shipments
- Verify forwarder / freight invoices and check correctness of custom forms / duties and sales taxes
- Institute claims against Supplier for damaged/lost shipments
- Booking of shipping space for sea / air shipment and co-ordinate with forwarders and shipping agents for export sales
- Preparation of shipping documents for shipment of goods

### **Reporting**

- Generate weekly report for order delivery status and back orders, monthly report for closing and yearly report for Stock Count

### **Delivery arrangement**

- Work closely with warehouse colleagues and local transporter for delivery of machine orders as requested by customers.
- Monitor and work with service team to ensure efficient parts management and control.
- Control local transportation cost and ensure efficient operations
- Provide support to internal and external customers with regards to delivery issues and to minimize delay on delivery.

### **Experience Requirements**

- Minimum 5 years in Order Processing (End to End logistic processing within local and overseas contacts).
- At least 8 years working experience in logistic operation, and with minimum 5 years in supervisory role
- Proficient in MS Excel, basic IT knowledge and experience in Scala and SAP system.
- Proficient reading, speaking, written in English/Malay. Candidate must have knowledge in import and Export regulatory compliancy, Incoterms, trade compliance and local custom procedures.

Applications, shall include CV, name of references, recent photo and current package. Talentum EQ is undertaking the consultancy work of the above position. Please email your application in English to: [liann@talentumeq.com](mailto:liann@talentumeq.com) or [elif@talentumeq.com](mailto:elif@talentumeq.com)