

## SCM Executive / Junior Executive (Based in Hicom-Glenmarie)

### QES (ASIA-PACIFIC) SDN BHD

#### SCM Department

##### Responsibilities:-

- Handle full spectrum of procurement & shipping process independently, including sourcing, negotiation with vendors, order issuing, shipping documentation and to comply per company SOP & policy as well as compliance to import / export regulation requirement.
- Liaison with forwarders and customers on shipping arrangement & advice.
- Understanding of Incoterms 2010 in working operations.
- To maintain a tidy and neat filing system, distribution & sorting of documentation.
- Able to communicate & interact well with external & internal parties.
- Any other duties as assigned by the superior.

##### Requirements:-

- Possess at least a Diploma in Supply Chain Management or Business studies or equivalent field from a recognized institution.
- Minimum 1 year of working experience.
- Team player, self-driven and ability to work under pressure.
- Experience in Supply Chain Management will be an added advantage.