

## SCM Executive (Based in Hicom-Glenmarie)

### QS INSTRUMENTS SDN BHD

#### SCM Department

##### Responsibilities: -

- To perform and manage the day to day Supply Chain Management activities such as PO issuance, co-ordination with external & internal parties, responsible for overseeing all aspects of the logistics process for the company.
- Understanding on Incoterms in working operation.
- Knowledge in handling import & export shipments and liaison with forwarders & customers.
- To monitor and follow up on meeting the require delivery schedule.
- To ensure accurate file record & data entry of purchase requisition, purchase order, delivery order, GRN & other relevant documentation.
- Able to work independently.
- Any other duties as assigned by the superior.

##### Requirements: -

- Possess at least a Degree in Supply Chain Management or Business studies or equivalent field from a recognized institution.
- Minimum 2 years of working experience.
- Team player, self-driven and ability to work under pressure.
- Experience in Supply Chain Management will be an added advantage.