



VACANCY

Assistant Manager – Non-Metal Coordinator

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• Prepare tender/contract/PO document and maintain record/ERP data entry for all procurement activities including vendor registration• Responsible for sourcing, selecting and negotiating with competitive vendors to constantly strive for best purchase price while maintaining the highest level of quality, reliability and service• Ensure prompt delivery of raw material of goods/services• Develop procurement plan based on the sourcing needs, with the main objective of driving cost reduction• Handle shipping activities including liaise with Shipping Officer on the clearance of goods and export• Prepare monthly purchase analysis, material planning and perform product cost estimations	<ul style="list-style-type: none">• Must possess at least Degree in any related field (Priority given to Degree in Manufacturing / Production)• Fresh graduates are encouraged to apply.• Good discipline and responsibility.• Excellent communications and interpersonal skills.• Ability to solve problem with minimum time taken.• Good personality and responsibility.• Ability to work in team and with minimum supervision

Interested candidates please submit your application, latest passport size photo and resume to: - Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911	or	Email :- > career@tcisb.com.my Closing date : 20 MAY 2022
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**Only shortlisted candidates will be contacted for interview.*