



# VACANCY

## ASSISTANT MANAGER – NON-METAL COORDINATOR

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

Interested candidates please submit your application, latest passport size photo and resume to: -  <b>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</b>	or	Email :-  > <b>career@tcisb.com.my</b>  Closing date :  <b>11 OCTOBER 2024</b>
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*\*Only shortlisted candidates will be contacted for interview.*