



PERCETAKAN NASIONAL MALAYSIA BERHAD

PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB) is an established printing company with 12 Branches/Outlets throughout Malaysia. We seek qualified candidates to join us.

EXECUTIVE, PLANNING & LOGISTIC

Responsibilities:

- Schedule, manage, control and coordinate production schedule detailing all tasks and when they should be completed by to meet predicted completion date
- Collate with subordinate and different department on machines capacity to undertake the tasks and when necessary sub-contract jobs to other Branches or approved contractors/supplier ; monitors progress
- Strategically plan and manage logistics activities containing raw material and finish good warehouse, transportation and delivery as well as cash sale management flow
- Liaise and negotiate with suppliers, retailers consumers, and outsources transporter to improve supply chain efficiency or sustainability.
- Monitors, reviews and verifies metrics, reports, process documentation, customer service logs, training or safety records for both Planning and Logistic department
- Periodically provides management report on for both planning and logistic activities
- Comply with laws, regulations, Standard Operating Procedures SOP and ISO requirements
- Maintain and built close relationship with existing and new client and attends to customer queries and complaints
- Assesses performance of subordinates for purpose of reward, training and procedures and succession planning

Requirements:

- Degree in any related discipline with Degree of Printing Technology is an added advantage
- Minimum 2 years related working experience in production planning and logistic role in any manufacturing environment. Those with printing experience will be an added advantage
- Good computer skills
- Understanding of ERP system and Microsoft Office products is an added advantage
- Able to work independently and a good team player
- Good verbal and written both in English and Bahasa Malaysia
- Self-initiative, result oriented with high integrity and enthusiasm

We provide attractive remuneration package includes fixed transport allowance, out-patient dental & medical benefits, hospitalization & surgical coverage for self and dependent, group term life & personal accident insurance.

Candidates are required to submit a comprehensive resume including:

- Details of present job responsibilities
- Current and expected salary
- Passport size photograph
- Certificates & relevant documents including the latest pay slip

to the following address:

PNMB Headquarters

Human Capital
Percetakan Nasional Malaysia Berhad
Jalan Chan Sow Lin
50554, Kuala Lumpur
Tel: 03-9236 6820/6816
Fax: 03-9236 6999
Email: hr@printnasional.com.my

PNMB Alor Setar Branch

Percetakan Nasional Malaysia Berhad
Jalan Stesen
05700 Alor Setar
Tel: 04-7332066
Fax: 04-7331797
Email: pnmbas@printnasional.com.my

The remuneration package will commensurate with the applicant's:

- Qualification
- Knowledge
- Hands on experience
- Skills

Kindly submit your application before **30 September 2017**. Only shortlisted candidates will be notified.