

Position : Production Planner

Job Responsibilities:-

1. Production Operation
 - Prepare daily/weekly production schedule / master schedule and planning for material and manpower arrangement on production and packing.
 - Update daily production output report
 - Liaise with production, sales and marketing department and other related department to ensure production meet delivery / shipment schedule.
 - Work closely with Production Supervisor to ensure the production outputs are in order.
2. Graphic Operation
 - Ensure all the film, die cut and printing block are in good order for production preparation and responsible for production preparation when graphic operator not around
3. Quality Issue
 - Deal with internal department on any quality rejected products and provide feedback on the improvement.
2. Store Management
 - Assist the Production / Material Manager to supervise storekeeper on daily storeroom operation to ensure proper receive, storage and issuing of goods / materials when storekeeper not around
 - Updating JS into UBS system
3. Quality, Environmental, Food Safety Management System, Forest Stewardship Council (FSC)
 - Act as company FQEMS Internal Audit and Inspector committee to carry out inspection on ISO 14001 procedures.
 - Ensuring that all the daily operation and system are complies with ISO 9001, ISO 14001, ISO 22000 and FSC requirements.
4. Ad-hoc duties
 - Any other ad-hoc duties assigned as and when by superior

Requirements:-

1. Candidate must possess at least SPM / STPM / Diploma /Advanced Diploma / Degree in any fields.
2. Relevant experience in manufacturing environment.
3. Excellent communication skills and problem-solving abilities, self-motivated and able to work independently.
4. Candidates must be able to work with supervision skills, pro-active and result oriented.
5. Experience in implementing of ISO 9001, ISO 14001, ISO 22000, FSC and familiar with all the related issue will be added advantage.