



K-One Technology Bhd. and its subsidiaries, jointly known as the K-One Group, is a technology solution provider listed on Bursa Malaysia. It is driven by 2 key businesses; ODM/OEM of healthcare/medical devices, IoT products, consumer electronic lifestyle gadgets, industrial products and automotive aggregates for multinationals worldwide and the provision of cloud computing solutions. In view of our expansion, we are seeking a suitably qualified candidate to fill the following position:

### **Materials Executive**

Location: Ipoh

#### **Responsibilities:**

##### Purchasing

- To undertake inventory stock planning and forecasting.
- To track all purchase generating jobs for all materials and ensure all purchase orders are generated within the set time frame.
- To monitor stock levels and arrival of shipments based on confirmed delivery schedule.
- To perform price negotiation and monitor supplier service, quality and delivery performance.

##### Logistics and Shipping Management

- To manage customer ordering and packaging process, freight and back order.
- To track goods delivery to ensure arrival at customer destination as per schedule.
- To ensure goods are delivered as per customer spec and expectation.
- To get best pricing on freight charges.
- To coordinate with internal sales, production and suppliers to meet customer delivery schedule, etc.

#### **Requirements:**

- At least a Diploma in any discipline.
- Minimum 3 years of working experience in either or combination of purchasing/planning/inventory/materials/warehouse management.
- Good interpersonal skills, able to multitask and problem solver.
- Preferably familiar with ERP (Enterprise Resource Planning) system.

Interested candidates are invited to apply online or write-in with your detailed resume stating personal particulars, qualifications, employment history, current and expected salaries, contact no. and passport-sized photo (n.r.) to:

The People & Executive Manager

K-One Group

66 & 68 Jalan SS22/21

Damansara Jaya

47400 Petaling Jaya

Selangor

E-mail: [hr@k-one.com](mailto:hr@k-one.com)

For more information, please visit us at: [www.k-one.com](http://www.k-one.com)