



K-One Technology Bhd. and its subsidiaries, jointly known as the K-One Group, is a technology solutions provider listed on Bursa Malaysia. It is driven by 3 key businesses; ODM/OEM of healthcare/medical devices, IoT gadgets, consumer electronic products, industrial equipment and automotive aggregates for multinationals worldwide, provision of cloud computing solutions and distribution of healthcare/hygiene-care products. 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)