

## JOB DESCRIPTION

Job Identification	
Position Title	Production, Planning & Control Assistant Manager
Division/Dept./Section	Assembly Test & Packaging

Job Objective/s
<p>The incumbent will supervise and optimize the planning of the production schedule to meet monthly and quarterly operations and shipment targets. He/she needs to coordinate the supply of raw materials required for production to avoid any disruption to the production schedule and ensure the customers' orders are duly met.</p>

Duties and Responsibilities
<ul style="list-style-type: none"> <li>• Generate the master production schedules and manufacturing orders, forecasting inventory requirements, optimizing inventory levels as well as helping the organization to evaluate and implement an inventory management system</li> <li>• Review sales forecasts, customer demands and schedule production activities based on inventory levels and production lead times</li> <li>• Work closely with Marketing, Operations and Finance Teams to plan and monitor inventory levels</li> <li>• Schedule and direct production planning meetings and track production performance to schedule.</li> <li>• Coordinate production material requirements with Merchandising / Operations teams to assure adequate inventory of raw materials and packaging components</li> <li>• Analyze capacity and resource requirements and coordinate necessary adjustments</li> <li>• Responsible for accurate raw materials, WIP and finished goods inventory levels</li> <li>• Responsible for preparation of reports for the end of month (inventory, consignment, raw materials, and scrap) and presenting during the operations meeting to highlight issues</li> <li>• Supervise receiving of incoming inventory including raw materials, WIP, packaging components, etc.</li> <li>• Supervise final packing, and ensure shipment and inventory transaction accuracy. Arrange shipment to customer and other outbound shipment.</li> <li>• Supervise 2 planners to ensure smooth execution of work</li> </ul>

Qualification Guidelines	
Minimum Education	Bachelor's Degree
Minimum Experience	Minimum 8-10 years of experience in Production Planning in wafer fabrication and with experience in electronics manufacturing Supervisory skills is required
Specific Knowledge / Skills	Possesses good communication skills and the ability to coordinate cross-functionally with R&D, Engineering, Quality and Operations.