

Job Title:	Planner Buyer	Job Category:	Planner
Department/Group:	Supply Chain	Location:	Singapore
<p>Job Purpose:</p> <p>Process and fulfillment of the Sales Order. You are also expected to roll-up monthly demand forecast base on inputs from Business Units. Provide capacity projection outlook to supplier and ensure on time delivery and no availability concern from suppliers.</p> <p>Job Description:</p> <p>Successful candidates would be experienced planner cum sales administrator. Processing sales order and ensure the orders are fulfilled in time. Roll up of monthly demand forecast, plan on supplier capacity to ensure no availability concerns.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Receiving forecast and manage forecast numbers against capacity and capability • Work with management to review forecast and orders plans • Receive orders in Netsuite system and administer required transactions in system • Manage plans with consideration of inventory control • Co-ordinate shipping information with Business Units • Responsible for tracking and ensuring delivery to plan • Closure of shipment through ERP system and ensure proper paperwork are effected to close financial transactions • Responsible for tracking and ensuring Order fulfilment to PO and schedule • Be the link between Sales & Marketing teams and Operations. • Develop processes and structure as needed to manage Planning and Order Fulfillment. • Manage real-time information availability and regular reporting using existing system for fast reactions to changes in forecast/orders/production <p>Skills/Qualifications:</p> <p>The successful candidate will have experience in the management of product quality within the manufacturing process, end of line ship gate and sustaining.</p> <ul style="list-style-type: none"> • Diploma or Degree from an accredited institution, polytechnic or university • At least 5 years experience in sales administrative (order processing) role and/or Planning/purchasing in high volume manufacturing environment. Demonstrate ability to manage complexity of multiple product types and customers • Have experience using similar ERP/MRP system as Netsuite • Ability to receive and manage multiple sources of information and assemble into clear reports for fast reaction – excellent planning skills is a must • Have experience working with contract manufacturing partners • Excellent communications skills and presentation of information • Provide key important information to recommend for management decisions • Highly analytical and meticulous • Computer literate with excellent skills in using MS Excel 			