



## **Supply Planning Executive**

### **Responsibilities**

- Responsible for liaising with Vendors within the approved vendor list (AVL) regarding OMAT/ Spares Purchases, Sourcing and Spares delivery status
- Manage and process all purchase requisitions, convert purchase requisitions into purchase orders – Space Purchase Process
- Manage and process all parts that required to send to outhouse, raising purchase orders to vendors - Repair Orders Process
- Monitor, evaluate and conduct vendor performance
- Co-ordinate and expedite deliveries, liaise with vendors on shipment or parts discrepancies as well as invoice queries
- Develop and build strategic partnership with vendors
- Build rapport with various internal and external stakeholders to identify cost saving opportunities
- Checking of system orders being placed and ensuring spares are being purchased in time for engine build
- Assisting to liaise with Engineering to update mod-dec when mod standard for purchased parts are no longer in supply
- Working with the Team to ensure the MRP settings of safety stocks are updated as per latest requirements
- Co-ordinate the spares purchases to meet monthly purchase target while maintaining build schedule
- Dispatch of parts, preparing the Delivery Note/ Performa Invoice, arrangement and flight bookings/ collection
- Perform stocks transfer between SAESL Calshot and SAESL Loyang

### **Requirements**

- Diploma in any discipline
- Computer literate, proficient in MS Excel

*(Only short-listed candidates will be notified)*