



Supply Planning Executive

Responsibilities

Spares Purchase Function

- Responsible for liaising with Vendors within the approved vendor list (AVL) regarding OMAT/Spares Purchase, Sourcing and Spares delivery status
- Manage and process all purchase requisitions (PR), convert PR into purchase orders (PO)
- 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
- Checking of system orders being placed and ensuring spares are being purchased in time for engine build
- Liaising with Engineering to update the system (Mod Dec) when there is a new modification standard for the purchased parts
- Work within the team to ensure the system settings (MRP) of safety stocks are updated as per latest requirements
- Co-ordinate the spares purchases to meet monthly purchase budget while maintaining build schedule

Outhouse Purchase Function

- Responsible for liaising with Vendors within the approved vendor list (AVL) regarding subcontracting external repair and the status of the job
- Manage and process all parts that required to send to outhouse, raising purchase orders (PO) to selected vendor
- Monitor, evaluate and conduct vendor performance
- Co-ordinate and expedite the repair job, liaise with vendors on shipment or discrepancies as well as invoice queries
- Develop and build strategic partnership with vendors
- Liaising with Engineering to update the repair service number in the system (SAP) when there is a new repair service for the parts