

The SYNBONE-Group is an innovative & fast-growing company, in the field of surgical education, providing advanced anatomical models and simulators for education and surgical procedures. Our customers are representing medical device manufacturers, education institutes, universities, and hospitals in over 70 countries.

Join our dynamic team as a Logistics Officer at our global MNC, where you'll be at the forefront of coordinating intricate supply chain activities, optimizing global transportation routes, and ensuring seamless logistics operations. If you thrive in a fast-paced, collaborative environment and have a passion for delivering excellence in logistics on a global scale, this opportunity is tailor-made for you.

Logistics Officer (Malaysia - Kulai, Johor)

Job Description

- To ensure the smooth and efficient flow of goods throughout the supply chain, from procurement to delivery, to meet customer demand and support the overall business objectives.
- Responsible for coordinating and overseeing various logistics activities, including transportation, warehousing, and inventory management, to optimize efficiency, reduce costs, and minimize disruptions.

Job Responsibilities

- Manage the transportation of raw materials, components, and finished goods to ensure timely delivery to production and customers.
- Schedule shipments, negotiate rates with carriers and freight forwarders, and track deliveries to ensure adherence to delivery schedules.
- Monitor inventory levels and stock movements to prevent stockouts and overstock situations.
- Oversee warehouse operations, including receiving, storing, and issuing goods, to optimize space utilization and efficiency.
- Prepare and maintain accurate documentation related to shipping, receiving, and inventory management, such as invoices, packing lists, and shipping manifests.
- Build and maintain relationships with suppliers, carriers, and logistics service providers to ensure reliable and cost-effective transportation services.
- Negotiate contracts, service agreements and pricing terms to optimize logistics costs and service levels.
- Collaborate with other departments, such as procurement, production, assembly, and customer services, to ensure timely product deliveries.
- Ensure compliance with local and international shipping regulations, customs requirements, and trade laws.
- All other ad-hoc duties assigned by superior whenever arises.
- Comply to 5S as well safety and health regulations.

Job Requirements

- Minimum Diploma, Advanced/Higher/Graduate Diploma, or any equivalent qualification in logistics, supply chain management, business administration, or a related field.
- Preferably minimum 1-3 years of working experience in manufacturing industry.
- Strong understanding of logistics principles, processes, and best practices.
- Knowledge of local and international shipping regulations and compliance requirements.
- Attention to detail and accuracy in documentation and record keeping.
- Good communication and intercultural interacting skills, meticulous and team player.
- Languages: Excellent command of written and spoken English and Bahasa Malaysia.

Benefits & Others

- Internal and/or external trainings for further development.
- Work in an international environment.
- Assured fair performance-based remuneration, based on the grade of work and responsibility.

Application

Please email your covering letter and CV to jaymes.pang@synbone.com.

For further information please do not hesitate to contact Mr. Jaymes Pang at +60 7660 8220 (Ext. 311).