

COD Specialist (Customer Order Desking Specialist)

Jūsų užduotys

1) Planning:

- Arrange and Ensures orders and production capacity are inline and optimized with intercompany
- Performs all tasks directly involved in preparation for production, taking account of the order situation, production capabilities, stock levels, production backlogs, delivery backlogs, procurement situation and to meet customers' demand.
- Co-ordinate with all parties and manage to purchase and import goods from intercompany distribute to local customers following sales plans with maximum effectiveness by minimum cost.
- Minimize stock level by maximize inventories turnover and effectiveness.
- Co-ordinate with Project Manager for New Project in all logistics function such as material planning, incoming shipment, customs document preparation, 3PL (3rd Party Logistics) warehouse (Service Provider), Packaging (Expendable /or Returnable) and delivery planning to customers.

2) Customers Service:

- Confirm order and forecast from Customers Ordering the goods from intercompany /all 3PL.
- Creates all order-related schedules based on sales and other forecasts.
- Planning and delivery JIT (Just in Time) to customers.
- Issue Delivery Note to Warehouse for issuing invoice.
- Replacement of goods when get quality issue to customers, based on quality team instruction.

3) Freight forwarder:

- Communicate and confirm all incoming shipment (Sea and Air), delivery schedule both of freight forwarder
- Arrange all related document of customs clearance process in any case (Tariff and HS Code etc.)

4) Warehouse:

- Plan inbound and outbound schedule to warehouse
- Lead activities with Warehouse Staff such as receiving goods, unpack, repack goods, delivery and Transportation arrangement.
- Cycle counting, conduct physical inventory and update stock keeping records.
- Monitor stock levels, stock quantities, and safety stocks.

Reikalavimai



Darbo ID
REF67766Q

Darbo sritis
Logistika

Vieta
Huay Khwang

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Onsite Job

Kontaktinis asmuo
Sasiprapa Chalermasuk

Juridinis asmuo
Continental Automotive Bangkok Co., Ltd.

- 3 to 5 years of experience
- Bachelor degree or equivalent
- Strong knowledge in Automotive logistics and supply chain is preferable.
- SAP and customer system(EDI know-how) is preferable
- Trend of SCM/Logistics in Automotive Industry
- English Level: Business level in both writing and speaking

Mes siŭlome

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Apie mus

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