

# OFFICER – JAPANESE SPEAKER

## JOB DETAILS

<b>Company Name</b>	HIROSE Electric (M) SDN BHD
<b>Position</b>	Officer – Japanese Speaker
<b>Location</b>	Shah Alam
<b>Expected Salary</b>	Undisclosed
<b>Submit Application</b>	<a href="mailto:Irayanti.anuwar.8e@hirose-gl.com">Irayanti.anuwar.8e@hirose-gl.com</a> <a href="mailto:Shaline.ramaraj.2f@hirose-gl.com">Shaline.ramaraj.2f@hirose-gl.com</a>
<b>Closing Date</b>	
<b>Advertisement</b>	<a href="https://gecc.um.edu.my/Job%20Advertisement/HIROSE%20Electric/Officer%20-%20Japanese%20Speaker%201.png">https://gecc.um.edu.my/Job%20Advertisement/HIROSE%20Electric/Officer%20-%20Japanese%20Speaker%201.png</a>

## JOB DESCRIPTION:

- To coordinate work within the department to ensure smooth flow of manufacturing processes
- Coordinate and complete shipping information/schedules to ensure 100% on time delivery of customer orders
- Analyze sales order releases interface with manufacturing personnel, purchasing personnel, the backlog status, capacity planning, production planning and etc
- Manufacturing operation system master maintenance and update
- To ensure up to date and accurate information of production data and statistical or closing reports

## REQUIREMENTS:

- Possess Bachelor's Degree in any related field or equivalent
- Speak and write proficiently in Japanese Language
- Fresh graduate is encourage to apply
- Good negotiation and problem solving skills
- Able to work independently in a fast-paced environment