

Job Title:	Logistics & Distribution Associate - Malaysia
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Department/ Business Unit:	Logistics & Distribution	Reports to:	Logistics & Distribution Manager Asia
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Job Purpose

- The general-purpose role of the Logistics & Distribution Associate is to assist with the management of products movements in and out within the regions.
- The incumbent will support products handling/movement in ERP including but not limited to generating outbound, inbound delivery, booking courier services for parcel shipment, liaising with 3PL for delivery arrangement, and coordinating with Operations for Logistics and Distributions assignments to complete tasks within an agreed timeframe and contributes to business KPI's, profitability result.
- To be successful as a Logistics & Distribution Associate, the incumbent should be able to work effectively in SAP system to handle respective order processes upon related tasks available. The Logistics & Distribution Associate should be highly organized, self-driven, detail-oriented, and able to manage the flow of incoming and outgoing deliveries with minimal supervision.

Reporting/Working Relationships

- Logistics & Distribution
- Operations / Customer Service
- Capital Sales / Clinical Sales
- Product Management
- Finance
- Regulatory Affairs
- Field Service Engineer

Key Responsibilities

Monitoring and managing Logistics & Distribution tasks across Malaysia / Asia

- Process tasks related to Logistics & Distribution in ERP for products' movements
- Trigger delivery requests to 3PL by providing accurate information
- Liaise logistics and timelines with 3PL for freight movements in/out across regions
- Developing and communicating shipment schedules to stakeholders
- Verify freight/warehouse invoices to ensure billing accuracy, spent as per use
- Filing shipping and relevant documents in shared drive for record purposes

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- Customs clearance support activities
- Organize the picking, packing, checking and dispatch of all Loan Kits
- Maintain and monitor stock levels in the loan and consignment warehouse
- Maintain warehouse stock in good order and condition
- Stock and records management
- Conduct cyclic stock takes in relevant loans locations, as required
- Stock Control and stock management
- To act as a back-up for other team members for day-to-day activities
- Escalate and channel questions, issues, feedback to line manager
- Other responsibilities that may be assigned by the line manager when necessary

Knowledge Development

- Act as an advocate to support knowledge transfer/training sessions for new members
- Develop work instruction documents as per Q&A standards

Quality and Safety Requirements and Responsibilities

- Comply with Quality System requirements
- Take reasonable care for your own health and safety and do not negatively affect the health and safety of others. Comply with any instructions and follow any policy, procedure or work instruction relating to health and safety at the workplace that has been notified to you
- To ensure compliance with applicable legislation, customer requirements and given the exposure risk to the business, it is a requirement of this role that you maintain any appropriate vaccinations and background checks as appropriate
- Conduct all activities and duties as part of this role in full accordance with company policies, procedures, and values

Selection Criteria

Essential

- Understanding of Device Technologies policies and procedures including any vaccination and background checks in line with your role and responsibilities
- Minimum bachelor's degree in Supply Chain or relevant qualification
- Minimum 2 years of business experience, including experience with Supply Chain
- Overall operations experiences are beneficial

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- Sense of ownership and pride in performance
- Strong interpersonal and communication skills; able to multitask, prioritize workload and work in a fast-paced environment
- Teamwork: Ability to interact, share knowledge, and mentor
- Fluent written and spoken English skills
- Proven understanding of SAP & Excel