


JOB DESCRIPTION			MNL/HRS/KLH/6001		
			ISSUE	REVISION	DATE
APPROVAL OFFICE	HRA	WASSB	01	0	NOV 2023

Position Title	Protégé Supply Chain	Job Grade	Protégé - KLHQ
Department	Supply Chain	Unit	Supply Chain

**A. JOB PURPOSE:**

*(Helps to define purpose of job)*

Assist Manager Supply Chain, Procurement and Support to coordinate all import/export activity in conjunction with external/internal requirements to support Aircraft operation. Assist in purchasing of items from approved Vendors, based on approved purchasing procedures. To assist with all administrative department tasks as assigned.

**B. JOB SUMMARY/KEY RESPONSIBILITIES:**


*(Functions of positions – please provide 3 to 8 key accountabilities)*

**PROCUREMENT SUPPORT**

- Source from approved vendors, and upon approval, purchasing from selected vendors as directed by the superior.
- Raise purchase orders (PO) as laid out in the Procedures Manual and forwarding it to the vendor and obtaining acknowledgment of receipt of the PO.
- Monitor all PO for timely delivery and expediting those likely to become overdue and upgrading delivery of those items required to meet urgent needs.
- Initiate pre-payment where required and ensure timely payment to meet delivery target dates.
- Update the Information System of all delivery and other changes in the PO.
- Liaise with the shipping department on the delivery details and closely monitor receipt.
- Assist shipping in the resolution of any discrepancy that may arise.
- Maintain records of the Vendor and their performance in relation to purchasing and supply of items.
- Provide periodic reports on all purchasing activities and KPIs as required.
- Monitor usage of purchased goods and materials.
- Perform reordering supplies and stock as necessary.
- Carry out any other duties as directed by your superior.
- Raise Purchase Orders for Aircraft Spares, Consumables, Hangar Facilities and others.
- Raise Warranty Exchange Orders for Aircraft Spares and Tools.
- Raise Standard Exchange Orders for Aircraft Spares (Under COMP or FMP)
- Raise Repair Orders for Aircraft Spares and Tools.
- Raise Standard Exchange Orders for Aircraft Spares.
- Raise Service Purchase Orders for all services jobs.
- Prepare submission of all pre-payment/payments for Vendors/Suppliers.
- Participate on stock counts activities and inventory is well managed by assisting with cycle counts and yearly stocktakes.
- Perform other duties as assigned by immediate superior and Manager Supply Chain, Procurement and Support.

**WAREHOUSING SUPPORT (Additional workscope at Base)**

- Assist Senior Storeman on receiving incoming items from shipping and sorting, labelling, and storing them in their allocated location. Additionally, to issue out items from warehouse to users and ensuring they are in good condition and accompanied with appropriate documents. To take appropriate actions on returned items including quarantine, scrap and return to vendor.
- Assist senior Tool Storeman on receive, issue, secure, and maintain the inventory of all tools, special equipment and tool crib as per tool control program. Assist senior Tool Storeman by ensure tools and equipment are sent to test, repair, or calibration; and submit Daily Tool Report on status of Tools as instructed.
- Perform other duties as assigned by immediate superior on-site.

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**C. POSITION SPECIFICATIONS**

*(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)*

Academic qualifications & professional certificates	<i>Essential</i>	Degree in any field
	<i>Preferred</i>	
Experience/exposure	<i>Essential</i>	Fresh Graduate or 1 year experience
	<i>Preferred</i>	

**D. COMPETENCIES**

Knowledge & skills required	<i>General</i>	Required language(s): English and Malay.
	<i>Technical</i>	Required skill(s): MS Excel, MS Office, MS PowerPoint, MS Word.
Personal Attributes	<i>(e.g. Self-motivated, strong interpersonal, able to work independently, a team player)</i> <ul style="list-style-type: none"> <li>• Strong interpersonal skills</li> <li>• Able to work independently</li> <li>• Team player</li> </ul>	

**E. KEY CHALLENGES**

- Cope with high demand and tempo of WASSB operation.
- Learn company procedure and to ensure compliance in conduct of assigned tasks.

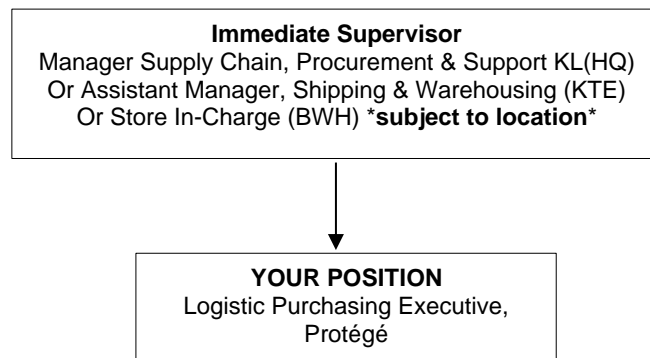
**F. DIMENSIONS / AUTHORITY LIMITS**

*(e.g.: CAPEX, OPEX, revenue / budget)*

Not applicable

**G. REPORTING STRUCTURE**

*(Direct report / superior / peers within Department)*



**APPROVED BY:**

Signature	:	
Name	:	
Date	:	

**ACCEPTED BY:**

Signature	:	
Name	:	
Date	:	