



Forefront Medical Technology Pte Ltd
35, Joo Koon Circle
6th Floor
Singapore 629110

Job Title: **Production Planner**

Duties & Responsibilities:

- Plan and utilize capacity in the most cost effective method possible to meet customers' requirements
- Ensure that materials are sufficient to supply to production and not jeopardize shipments
- Keep track of SAP System and ensure Company has JIT stocks
- Interface with various departments to resolve and coordinate scheduling activities to meet committed plans and customers' sales orders and requirements
- Generate production schedule reports
- Oversee P/Os closely on delivery date and quantity

Requirements:

- Degree/Diploma in Logistics/Materials/Production Planning
- 3-5 years' relevant experiences
- Effectively bilingual in English and Mandarin to facilitate communication with factory staff in Xiamen