

## JOB DESCRIPTION

**Designation** : Operations Executive

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### **Roles & Responsibilities :**

#### **Administrative Role**

- Transfer of Costing Sheets for TSS
- Transfer of Contract ID for Ensure
- Process Purchase Orders
- Follow up on Orders Delivery
- Monitor status of orders
- Process Sales Credit/Purchase Return
- Adjust Serial# when necessary
- Inventory Adjustment and write off when required
- Process RMA returns for TSS Vendors
- Checking of Ensure Contract done for TSS
- Invoicing to vendors for Marketing Claims
- Constantly look at open orders and clear any issues
- Run Allocated Stock Report bi-weekly and chase sales team to clear all allocated stock
- Assist PM especially Polycom, Alcatel in providing insights on what to buy for stocking
- Run backlog report and chase vendors for shipment

### **Key Measurements :**

- To ensure Costing Sheets are processed within stipulated time frame
- To ensure Purchase Orders are processed within stipulated time frame

### **Requirement :**

- Diploma in Business Administration or equivalent
- Strong written and spoken communication skill
- High sense of urgency and commitment to quality standards
- Self motivated and independent

*\* Please note : This Job Description is subjected to change by the Management or Reporting Manager as deem fit.*