

## **PRODUCTION OFFICER**

**(Prai, Penang)**

### **Responsibilities:**

- Inventory (spare parts) control & management
- Record-keeping
- Attend stock-take/audit
- Ensure spare parts packing with proper protection for shipment
- As a coordinator with RGB storekeeper in other country

### **Requirements:**

- Diploma in Admin or its equivalent
- Experience is not necessary. 2 years' of related experience is an added advantage
- Computer literate, inventory system knowledge
- Good communication and strong organization skills
- Good inter-personal relationships