

Job description

- Track orders and ensure timely delivery.
- Coordinate with client, supplier, and department concerns in Overseas.
- Review the quality of purchased products and the performance of suppliers.
- Maintain updated records of purchased orders, delivery information, and invoices.
- Monitor stock levels and place orders as needed.
- Follow up purchase order confirmation from vendor, issue purchase order, and keep track of delivery.
- Track orders and ensure timely delivery.
- To coordinate & solve any issues/problems/technical with client's requirements for smooth of operations.

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Company Description