



## PR/122632 | Import & Material Planner

### Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1512258

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 10:31

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is one of the leading printing ink specialists and raw material manufacturers worldwide. Operating for as long as 250+ years with operations in over 25+ countries and over 3500+ employees worldwide, they are one of the leading international specialists for printing inks and printing aids. They are a global player for raw materials but have mainly focused on providing chemical substances such as PU resins and UV oligomers in their purest form and driving forward product innovations.

Currently, they are in the search for an Import & Material Planner to join their company. You would preferably have experience in a similar role but they are also open to Fresh Graduates with Advanced Excel skills in data processing. Below are some brief job responsibilities for the role.

#### Job Responsibilities:

- Suggesting import purchases by analyzing sales history, customer forecasts, upcoming projects, and daily stock

movements.

- Generating import purchase orders and consistently updating their status.
- Preparing all necessary documentation for customs clearance or other import processes, in coordination with Customs or Freight Forwarders.
- Liaising with Global Planners from our Parent Companies to manage stock supply and demand.
- Regularly meeting with the Product Development and Marketing teams to address stock availability issues

Requirements:

- Minimum bachelor's degree (S1) in any majors
- Experience in the same main roles is preferred but Fresh Graduate used to work with advanced excel for data processing is also welcome
- Familiar with SAP or other similar system is a plus
- Able to communicate in English both writing and oral
- Willing to work in Kota Tangerang
- No more than 35 years old

Additional Benefits:

- Fixed Transport & Meals Allowance
- BPJS

---

Company Description