



Curas Ltd is a British company with representative office in Penang, Malaysia. Curas is emerging as a new medical device brand in the world. In line with our expansion plan and to support our worldwide operations; we are seeking capable and dedicated individuals to join our dynamic organization for an exciting career in the below position. We offer challenging and supportive working environment with opportunities for career development.

## Logistic/Supply Chain Officer

### Responsibilities

- Source, appoint and coordinate deliveries with Asian forwarding agents and trucking agents in Europe
- Stock management, process purchase order and customer orders
- Generate sales report and stock report for management decision making
- Involve in credit control measures and in maintaining pricing records
- Manage and handle customers' enquiries and feedback in a positive and pleasant manner
- Take action with fast response on any problem occurring on a day to day basis
- To provide sales reports and customer service analysis report to support management decision-making
- Engage on credit control measures and to maintain pricing records

### Requirements

- Diploma/Degree in Business Administration, Purchasing, Supply Chain, Accounts or other related disciplines
- At least 2 years working experience in logistic, procurement, supply chain or customer service
- Possess strong analytical and negotiation skills. Multi-tasking, resourceful with high degree of initiative
- Result oriented, able to work independently and with good problem solving skills
- Good verbal and written communication in both English and Mandarin
- Excellent interpersonal and ability to work effectively with people at all levels and cultures.
- Computer literacy in Microsoft Office applications. Excel is mandatory
- Age above 25

Salary will commensurate with your qualification and experience. Qualified and interested candidates are invited to apply via e-mail to [hr@curas.com](mailto:hr@curas.com) . Please include your resume and state your expected salary. Only short-listed candidates will be notified.

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