JOB OPPORTUNITY

Junior Merchandiser

Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

Nyan Kids

Organization details :

Company	: NYAN KIDS (M) SDN BHD
Website	: https://www.nyankids.com/
Address	: 112, JALAN PERDAGANGAN 1, TAMAN UNIVERSITI, 81300 SKUDAI, JOHOR.

Job Responsibility :

1. Oversee the entire order lifecycle from order confirmation to final shipment, ensuring timely execution at each stage.
2. Assist in creating and updating the time and action plan for each style/order and ensure milestones are met.
3. Download and communicate all relevant order and technical information (BOM, spec sheets, comments) to the factory merchandising team.
4. Monitor production progress and proactively follow up with factory departments to resolve issue and ensure on-time delivery.
5. Act as key liaison between the customers and internal departments, ensuring clear and timely communication of all requirements and changes.
6. Coordinate pre-production, and shipment samples, ensure timely submission to buyer and track feedback or approvals.
7. Liaise with suppliers to arrange sample materials and follow up on delivery schedules.
8. Input and maintain accurate order details in internal system, including Bill Of Materials, styles specifications, quantities, delivery schedules and pricing.
9. Identify potential production or delivery delays early and coordinate corrective actions with relevant departments, escalate to the senior or managers when necessary.

Job Requirements and Qualifications :

1. Diploma or degree in any field of study. Fresh graduate is welcome.

Benefits :

✓ Dental benefit, annual performance bonus, 12 days annual leave per annum etc.

Person-in-charge :

Name	: TEE SIW CHIAN
Contact No.	: 607-5201633
Email	: nkm_admin@nyankids.com