**Duties & Responsibilities:**

* To receive and analyze for the weekly/daily delivery forecast from customer.
* To prepare plan for Subcon production
* To create and maintain work order to system/subcon based on parts pick-up schedule.
* To arrange special delivery and request special truck for warehouse delivery
* To monitor subcon delivery performance.
* To check and monitor of part shortages to subcontractor.
* To be responsible in the daily monitoring of warehouse inventory of FG.
* To be responsible for Debit Note or Credit Note preparation to subcon and customer (if any).
* To monitor packing materials to support subcon production.
* Participate in the new product introduction plan required by customer.

**Requirements:**

* College Graduate
* At least 1 year of working experiencepreferably in Planning
* Preferably with background in Electronics Industry
* Knowledgeable on electronics parts distribution
* Must be computer literate specifically on Microsoft Office applications

Sumitronics Phils., Inc (STXP), a subsidiary of Sumitomo Corporation-Tokyo, Japan's first large trading company to specialize in dealing electronic parts and components is seeking for a highly motivated and dependable individual to join our progressive organization.

**PRODUCTION PLANNING & CONTROL STAFF**

**For interested applicants**application can be forwardedthrough email:

**noemi-verana@sumitronics.co.jp**

**For more information**about the job vacancy, you may contact us at

(049) 545 0144 loc. 523 or 521

**Duties & Responsibilities:**

* Will be responsible in performing medical care or emergency aid to ill or injured employees
* Will assist employees who may need hospital treatment or medication while inside company premises
* Will initiate and recommend education and training programs related to health and wellness to employees
* Will be responsible in preparing incident report on medical related incidents

**Requirements:**

* Graduate of BS Nurisng and must be a licensed nurse
* At least 1 year of working experience as QC Engineer
* Must be computer literate specifically on Microsoft Office applications

**QC Materials Engineer**