OXFORD INNOTECH BERHAD

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Penang Science Park North, Simpang Ampat

WE'RE EXPANDING!!

We are looking for candidates who is organized and detail-oriented to join our team!

Vacancy Available:

- **Production Planner**
- **CNC Machinist**
- **CNC Operators**
- **QA/QC Inspectors**

Benefits:

- Free Parking
- Medical Benefits
- Friendly and supportive work environment

Send your Resume to
hr@edm.com.my
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Job Description

Job Title:	Planner	Job Category:	Executive
Department / Section:	Production	Job Grade:	E1
Report To:	Engineering Manager		

Job Responsibility :

- Office administration covers : -
  a) Responsibilities include smooth and efficient running of all routine administration functions such as Delivery, Receiving, Shipping and generating internal reports.
- Establish & maintain a system and monitoring on production worker daily output.
- Check the availability of stock for customer order.
- Schedule and plan jobs for Production based on machine capacity and delivery date.
- Coordinate with Design teams, production & Sales to ensure the timely delivery of materials and finished goods.
- Monitor shipment target are continuously met.
- Monitoring & follow up the daily material order & delivery with buyer.
- Maintain a high standard of housekeeping in storage areas & document control.
- Carry out other related assignments provided by the General Manager & Production Manager from day to day.
- Follow up closing with salesman and chase the PO back for those goods without Po receive from customer.
- Perform tasks (Copy Exactly) as per Work Instruction or SOP and maintain required records
- Comply with company's policy on Intellectual Properties and Confidential Information at all times.

Qualifications & Requirement :

1) Minimum SPM education or Diploma holder.
2) Good communicate in Chinese, English, Bahasa Malaysia and Chinese dialects.
3) Good in computer skills
4) Good in negotiation skills
5) Good in problem solving skills
6) Good in time management
7) Good in material identification
8) Good in sourcing exposure
9) Able identify ability of machinist performance
10) Organisation for manage production flow / plan to increase productivity.
11) Concern / supervision machinist workload and subcon capacity.
12) At least one year experience in related field.

Job Description

Job Title:	Purchaser	Job Category:	Executive
Department / Section:	Purchasing	Job Grade:	SE1 & SE2
Report To:	Purchasing Manager / Executive Director		

Job Responsibilities

- Lead sourcing activities, obtain competitive quotations (minimum 2–3 suppliers) and conduct price, quality, and lead time comparison.
- Negotiate pricing, payment terms, and contracts to achieve cost savings and favourable supplier agreements.
- Issue and review Purchase Orders (PO) according to company requirements.
- Monitor outstanding POs and coordinate with suppliers to ensure on-time delivery to meet production schedules.
- Evaluate and manage supplier performance, including on-time delivery, quality, and service.
- Oversee the accuracy of purchase invoices and liaise with Finance/Accounts for timely processing.
- Generate detailed internal purchasing reports and audit reports for management review.
- Support compliance with ISO, audit, and company policies by maintaining proper documentation and traceability.
- Provide guidance and training to Junior Purchasing staff.
- Collaborate with production, engineering, and other departments to ensure material availability and cost efficiency.
- Carry out other related assignments provided by the Direct Superior from day to day.
- Perform tasks (Copy Exactly) as per Work Instruction or SOP and maintain required records.
- Comply with company's policy on Intellectual Properties and Confidential Information at all times

Qualifications:

- Bachelor's Degree / Diploma in Supply Chain, Business, or related discipline.
- Minimum 6 years & above of experience in purchasing, preferably in manufacturing/metal fabrication industry.
- Proficiency in Chinese, English & Bahasa Malaysia.
- Strong knowledge of sourcing, supplier evaluation, and cost analysis.
- Proficient in Microsoft Office and ERP/purchasing systems.
- Good negotiation, communication, and problem-solving skills.
- Strong sense of responsibility, ability to work independently, and handle pressure.
- Leadership skills with experience supervising or mentoring juniors will be an added advantage.

Job Description

Job Title:	QA Engineer	Job Category:	Executive
Department / Section:	QA	Job Grade:	E1
Report To:	Assistant QA Manager		

Job Responsibility :

- Coordinate and implement incoming in process and finished goods quality inspection.
- Provide on-the job training to QA inspectors to perform the necessary jobs.
- Appraise and handle routine QA problems and bring up problems to appropriate levels of the management for resolution.
- Establish and maintain QA related documents, work instructions and ensure that inspection is performed as per established documents.
- Maintain inspection samples (FAI) & perform the inspection report to customer whenever appropriate.
- Liaise with production personnel in routine quality issues to seek remedial and root cause corrective actions.
- Track and coordinate customer complaints and follow- up on countermeasures recommended by Production.
- Generate quality reports and track trends and patterns of product quality.
- Assist immediate superior in carrying out any quality activity.
- Maintain good housekeeping at work area.
- Carry out any other job assigned by the immediate Superior or Management.
- Perform tasks (Copy Exactly) as per Work Instruction or SOP and maintain required records
- Comply with company's policy on Intellectual Properties and Confidential Information at all times.

Qualifications & Requirement:

13) Minimum certificate or Diploma & above in Mechanical Engineering or relevant discipline.
14) Good in communicate in Chinese, English, Bahasa Malaysia and Chinese dialects.
15) Good in computer skills / Negotiation skills / Problem solving skills / Time management.
16) Good in Material identification
17) Can read technical drawings.
18) Can handle and use inspection equipment.
19) Experience in Jig & Fixture or Metal Fabrication will be gain advantage.
20) Professional self-motivated team player & self-drives to achieve goal.
21) Process own vehicle & willing to travel.
22) At least one year experience in related field.

Job Description

Job Title:	Sales & Service Executive / Engineer	Job Category:	Executive
Department / Section:	Sales & Marketing Department	Job Grade:	E1
Report To:	Sales & Marketing Manager		

Job Responsibility :

- Develop a thorough understanding of company product
- Provide sales quotation & presentation.
- Plan visit, customer call & update weekly sales report to Manager & exceeding monthly sales target.
- Follow up sales inquiries with customer.
- To service existing customer & develop new business opportunity.
- Responsible to follow up all overdue payment with customer.
- Negotiating and closing sales by agreeing terms and conditions.
- Helping in the design of custom-made products.
- Determine improvements by analysing cost-benefit ratios of equipment in customer environment, engineering or proposing changes in equipment, processes, or use of material or services.
- Develop long-term relationship with clients, through managing and interpreting their requirements.
- Carry out any other job assigned by company from time to time.
- Perform tasks (Copy Exactly) as per Work Instruction or SOP and maintain required records
- Comply with company's policy on Intellectual Properties and Confidential Information at all times.

Qualifications & Requirement :

23) Minimum Diploma & above in Mechanical Engineering or relevant discipline.
24) Good in computer skills , Good in negotiation skills
25) Good in problem solving skills
26) Good in time management
27) Good in material identification / Good in sourcing exposure
28) Experience in Jig & Fixture or Metal Fabrication will be an added.
29) Good in communicate in Chinese, English, Bahasa Malaysia and Chinese dialects.
30) Professional self-motivated team player & drives to achieve goal.
31) Own vehicle & willing to travel.
32) At least 2 years' experience in metal fabrication field

Job Description

Job Title:	Service & Support Technician	Job Category:	Non - Executive
Department / Section:	Assembly / Production	Job Grade:	N1
Report To:	Assembly Supervisor / Production Manager		

Job Responsibility :

- Fully support Sales team & Designer in resolution of product issue.
- To carry out installation, assembly and wiring of fixtures / jigs / equipment.
- Troubleshoot and solve electrical, electronic & mechanical failure including preventive maintenance if needed.
- Perform modification or improvement on both mechanical and electrical functions on equipment machine / fixtures / jigs.
- To support & solved any Jig & Fixture / machine problem reported by customer.
- Analyse & solve technical problem (electrical and mechanical) with team members.
- Carry out any other assignments as assigned by company from time to time.
- Perform tasks (Copy Exactly) as per Work Instruction or SOP and maintain required records
- Comply with company's policy on Intellectual Properties and Confidential Information at all times.

Qualifications & Requirement :

33) Diploma graduate in Mechanical/ Electronic Engineering or relevant discipline.
34) Can communicate fluently in English and Malay. Chinese communication will be an advantage.
35) Good in computer skills
36) Good in negotiation skills
37) Good in problem solving skills
38) Good in project management.
39) Good in emotional control.
40) Highly self-motivated and quick Learner.
41) Process own vehicle & willing to travel.
42) Knowledge in PLC programming will be an advantage.
43) At least one year experience in related field.