BOEING COMPOSITES MALAYSIA

Program Administrator

We are looking for a proactive and detail-oriented Program Administrator to support demand management, customer order coordination and program reporting activities

Responsibilities:

- Establish and maintain strong business relationships with customers and internal leadership teams
- Manage customer purchase order and system loading
- Coordinate with Production and material schedulers to support POA/AOG RFQ request
- Monitor and expedite parts movement to ensure on-time delivery
- Prepare and submit monthly sales report to Finance
- Support Project Management Specialist (PMS) in business reviews, trend analysis and reporting
- Handle customer conference calls and communications, including Customer Surbey Index (CSI) updates
- Participate in operational meetings (Change board, Delivery/Quality Review, QMR)
- Maintain program dashboards (sales, orders, customer ratings, issue tracking)

Requirements:

- Bachelor Degree in in Business Administration, Engineering or equivalent
- Minimum 2 years of working experience in manufacturing/production operations of the automotive, chemical and aerospace industries
- Fresh graduate is encouraged to apply
- Excellent with MS Excel, PowerPoint, Word and data system entry with capability to provide report analysis.
- Experienced in Power BI system application will be added advantage
- Excellent communication and influencing skills with the ability to effect changes within the team
- Build positive working relationships with internal and external customers
- Excellent analytical and presentation skills

Kindly contact or send your resume to the below address:

Human Resources Department
Boeing Composites Malaysia (411595-X)
Lot 224, Kawasan Perindustrian Bukit Kayu Hitam
06050 Bukit Kayu Hitam, Kedah Darul Aman.
Tel: 04-922 2777 / 04-9217732
Email: jobs@boeingcomposites.my