

Embedded Boards



Cloud Computing



AAEON Technology Inc, an ASUS Associated Company, is a leading manufacturer of advanced industrial and embedded computing platforms. Committed to innovative engineering, **AAEON** provides integrated solutions, hardware and services for premier OEM/ODMs and system integrators worldwide in IOT and Industrial IOT with focus on Artificial Intelligence on the edge.

AAEON also offers customized end-to-end services from initial product conceptualization and product development on through to volume manufacturing and after-sales service programs.

AAEON is an Associate member of the Intel® Internet Of Thing Alliance.

AAEON has well established, strategically positioned branch offices across the U.S., Europe, Mainland China and Singapore.

We are currently looking a detail oriented and well-organized **Supply Chain and Inventory Coordinator** with strong analytical skills. As Supply Chain and Inventory Coordinator you will oversee the supply chain and you will monitor and maintain the required inventory levels which contribute to optimized operations management.

Supply Chain and Inventory Coordinator

Responsibilities include but are not limited to:

- Managing the inbound and outbound traffic, managing the buying and delivery process of goods or services and the placement and delivery of purchase orders including root problem investigation.
- Records purchases, maintains database, performs physical count of inventory twice a year, and reconciles actual stock count to computer-generated reports.
- Corrects system data based on physical stock and maintain product allocation with labelling
- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders and investigates problems.
- Processes and/or approves invoices for payment.
- Coordinates with purchasing department to obtain parts ordered for upcoming projects.
- Monitor efficient shipment of materials to customers, performs distribution allocation and manages the returned goods (RMA) work in facility in coordination with vendor
- Develop and maintain good working relationships with vendors and suppliers
- Continuously improving way of working and learning on/outside the job to become more effective
- Lean way of working, first time right.
- All other relevant activities management may require

Requirements:

- Bachelor working and thinking level, through education and/or experience
- A minimum of 2 years of supply chain/inventory control experience
- A natural talent for improvement and optimization whilst foreseeing inventory bottlenecks.
- Good database management skills
- Strong effective communication skills to manage internal/external stakeholders' expectations
- Work in a structured manor and ability to prioritize task for self and team
- Ability to work independently and handle multiple tasks

- Good problem solving, organizational and strong analytical skills
- Proficient in logistics software
- Good commercial and business understanding
- Ability to make decisions under pressure, always putting the company first
- Experience with working in Asian / Taiwanese multinational organization is considered a plus.

We offer:

- A market competitive salary including an incentive bonus
- Premium-free pension scheme
- Fresh fruit, coffee, tea, cappuccino, latte macchiato, healthy and sweet snacks
- Education budget and up to 5 study days
- 30 holiday days
- Annual wellbeing budget for physical and mental fitness
- AAeon Kick off with the European team every six months
- iPhone and laptop

We will only consider direct applicants; acquisition is NOT appreciated!
If you're interested, submit your resume and cover letter to:

HR@aaeon.eu