



PR/094470 | Supply Chain Associate

募集職種

人材紹介会社

ジェイエイシーリクルートメントシンガポール

求人ID

1505013

業種

物流・倉庫

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:15

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Company and Job Overview

An exciting Supply Chain Associate with an established company specializing in industrial adhesives. This is a newly created role as part of business expansion here in Singapore and it is an individual contributor role.

Reporting to the Supply Chain Manager, you will be responsible for the full cycle supply chain cycle and working closely with the company's customers.

Job Responsibilities:

- Management of Customers on the purchase orders, forecast, inventory & tax invoicing.
- Handle email correspondences with Customers, Suppliers, and forwarders on flight details for shipments.
- Arrangement of in & outgoing courier services/ deliveries, forwarders, and delivery.
- Carry out any other administrative duties as assigned.

To succeed in this role, you will need to have strong working knowledge within the supply chain industry.

Job Requirements:

- Singapore Citizen / PR only
- Possess at least 'A' Levels, ITE or Diploma
- Min 2 years of experience in an office environment for any industry.
- Detail-oriented, demonstrates thoroughness and strong ownership of work.
- Positive working attitude with a pleasant personality.
- Good computer literacy and proficiency in MS Office and basic office software.
- Good knowledge and experience in Accpac System will be advantageous

This company is well known for its culture and employee's long tenure. If you are equipped with the said skill sets, this is the role for you.

Apply today or email me at hannah.ariffin@jac-recruitment.com to discuss this new opportunity.

Do note that we will only be in touch if your application is shortlisted.

Hannah Ariffin
JAC Recruitment Pte Ltd
EA License Number: 90C3026
EA Personnel: R1984070

#LI-JACSG
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会社説明