

CAREER OPPORTUNITY

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Singapore Epson Industrial Pte Ltd (SEP) is a core manufacturing base of Seiko Epson Corporation (SEC) which is headquartered in Japan since 1942. Globally, the Group has harnessed nearly 80,000 talents in 102 companies. SEC's main business is in development, manufacturing, sales, marketing and servicing of information-related equipment, electronic devices and precision products.

SEP is a world-class IC assembly manufacturer, packaging and distributor of after service parts and ink cartridges, electromagnetic compatibility testing provider and electroplating services provider.

Epson aims to exceed its customers' expectations and visions with products and services that help create more colorful and richer lifestyles.

Be part of the innovative and creative solutions for the world. Be part of us.

We are currently seeking the following positions:

- Assistant Officer (Procurement – Data Management)
- Assistant Officer (Supply/Distribution)

● **Assistant Officer (Procurement - Data Management)**

Based in Tuas.

The Job:

- Generate, create, analyse and present accurate and timely Financial Year Business Planning Report, Quarterly Business Forecast Report, and Monthly Management Reports for Top Management Review on:
 - (a) Purchasing quantity and amount,
 - (b) Inventory quantity and amount,
 - (c) Product cost,
 - (d) Cost reduction result, and
 - (e) Vendor delivery performance result.
- Conduct periodic vendor performance assessment and follow up on the improvement activity.
- Liaise and work closely with personnel in other functions.

Requirements:

- Diploma in any discipline (SIPMM qualifications added advantage)
- Good communication and interpersonal skills
- Candidates who are proficient in MS Office and ERP systems will be considered favourably

Assistant Officer (Supply/Distribution)**The Job:**

- Responsible for sales order intake and planning of delivery schedule to ensure timely delivery & commitment to customers.
- Prepare Procurement Plan based on ongoing forecast and demand.
- Manage vendors to ensure timely delivery.
- Responsible to compile and prepare sales & purchase data on a weekly or monthly basis.

Requirements:

- Diploma in any Business discipline (SIPMM qualifications added advantage)
- Proficient in MS Office applications
- Independent and with initiative
- Good communication and interpersonal skills
- Able to work in a fast & dynamic business environment
- Fresh Diploma holders are welcome to apply

Interested applicants are invited to e-mail with detailed resume, stating current and expected salary and a recent photograph to:

hazel.lim@sep.epson.com.sg

(Kindly state job title in the subject of email.)