

CAREER OPPORTUNITY

Date Posted: 21 May 2008

**INVENTORY CONTROLLER (ASSISTANT)**

Our Group of Companies manufactures and distributes Laboratory, Biomedical, Pharmaceutical and Quality-Testing Equipment products and services. We are seeking for an Inventory Controller (Assistant) to provide support functions to our logistics team, and our business units and valued customers.

Inventory Controller (Assistant)**Responsibilities**

- Responsible for accurate daily update of shipment entry into system (GRN)
- Perform document control and distribution within the department and other business units
- Collect data for inbound and outbound activities
- Generate reports for the management team on a regular basis
- Update and file of warehouse documentation
- Follow up maintenance schedules of warehouse facility
- Involve in investigation of inventory discrepancies when needed
- Perform light warehouse duties : pick/pack/check when required

Pre-Requisites

Minimum GCE 'A' level with 1 year relevant working experience, or fresh graduate (relevant diploma in business administration/logistics; SIPMM qualifications would be an added advantage).

- Systematic and organised person with initiative
- Meticulous and competency in accuracy and speed
- Ability to work in fast-paced environment and meet tight deadlines
- Good PC skills (MS Office, MS Excel, ACCPAC system)
- Only Singaporeans and PRs need apply

If you are keen to be part of our team, please write/e-mail with your detailed resume stating current & expected salaries and a non-returnable photograph to:

HR Department
LabGistics Pte Ltd
192 Pandan Loop #06-20
Pantech Industrial Complex
Singapore 128381
Email : hr@biomedialogroup.com