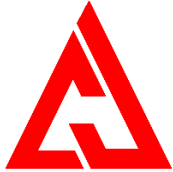


CAREER OPPORTUNITY

Date Posted: 18 November 2011

Job Position – Inventory Controller (Procurement)



A preferred engineering and construction service provider

CHYE JOO CONSTRUCTION PTE LTD

We are a well-established A1 civil engineering company providing cost-effective and integrated construction and building solutions in the construction industry in Singapore. Our projects profile completed many monumental government and private projects. In view of our rapid growth, we are seeking qualified and committed individuals to fill the following position:

INVENTORY CONTROLLER (PROCUREMENT)

Responsibilities:

- Inventory receiving & updating of records through documents control in projects costing
- Inventory issuance and monitoring of daily/weekly & monthly stock count & schedule
- Maintaining of stock regular cycle count and quantity at project sites
- Sourcing, purchasing and reviewing of all direct and indirect materials/ services
- Generating Purchase Orders, ensuring timely goods arrival and provide accurate inventory control at project sites and store
- Timely resolution with suppliers/vendors on goods/services invoices discrepancies
- Other adhoc duties assigned from time to time

Requirements:

- Diploma in Quantity Surveying/ Minimum Certificate in Purchasing/Procurement Management (SIPMM qualifications added advantage)
- Minimum 1 year experience in construction or as a QS is A MUST
- Proficient in MS office
- Meticulous, carries positive work attitude and result-oriented
- Good interpersonal, co-ordination and negotiation skills
- Independent, organised and self-initiated
- Able to start work within short notice would be an advantage
- Singaporeans, PRs and Malaysians only

Other Useful Information:

- 5-day work week
- Company transport provided
- Work Location: Tuas
- Rewarding career progression
- Training will be provided

Competitive remuneration package which commensurates with qualifications and experience will be offered to the successful candidate.

Interested applicants, please submit your detailed resume in Microsoft Word format, stating current and expected salaries, full personal and career details, contact numbers, notice period required and a recent photograph to tum.nj@chyejoo.com.sg.

(Only shortlisted candidates will be notified.)