

CAREER OPPORTUNITY

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LOGISTICS EXECUTIVE

Biomedica Group is a leading manufacturer and distributor of innovative products and solutions in the life and industrial science industries. Our group of companies provides quality products and solutions to healthcare providers, academic and government research institutions, as well as biotechnology and industrial companies to aid them in their clinical research.

We are seeking for dynamic and vibrant personnel to join the company as **Logistics Executive**.

Responsibilities:

- Review, audit and troubleshoot daily warehouse and distribution operation issues to meet internal and external customer's expectation.
- Ensure performance and security compliance according to the division policy and SOP.
- Coordinate with inter-departments and external parties for material disposal and reverse logistics matters.
- Monitor and track movement of inventories and their shelf-life.
- Analyse complex situations and recommend solutions to inventory problems in the operational level.
- Ensure proper inventory control to meet company's stipulated target inventory turn.
- Execute weekly cycle count and yearly stock-take.
- Plan and execute storage optimisation through lean manufacturing concept.
- Management of 3PLs to ensure effective and efficient warehouse and distribution operations.
- Review, establish and renewing of KPI, SOP and CAR internally and externally.
- Support the management of mid to long-term product and capacity planning, manufacturing & logistics strategy (Value Point) through CPFR methodology.
- Conduct site supply review when require for logistics resource planning.
- Manage/support the Value Points in :
 - Vendor management
 - Cost-down project
 - Reviewing of 3PL services and cost
 - Network or Route optimization (Domestics)
 - Continuous logistical improvement program (Logistics Re-engineering)
- Publish regular reports to Management and Regional office (if required) on a weekly and monthly basis.
- Conduct a certain level of people management, reporting and administration work.

**LOGISTICS EXECUTIVE****Requirements:**

- Degree / Diploma in Supply Chain, Logistics or Materials Management or equivalent. SIPMM qualifications will be an added advantage.
- Minimum 2 – 3 years related experience in cold chain or manufacturing logistics industry.
- Experience in inventory management and purchasing preferred.
- MUST be process oriented, organised, meticulous and articulate.
- Possess good MS Excel and analytical skills.
- Proficient in MS Office and Management System applications.
- Possess good leadership, interpersonal and communication skills.
- MUST be a good team player and be able to work independently.
- Possess positive attitude, self motivation and able to take stress in a fast-pace environment.
- Able to start work on a short notice or immediately will be an advantage.
- Only Singaporeans or PRs need to apply.

Interested applicants, please send your detailed resume (in word format), clearly stating your work experience, current and expected salary; and the reason for leaving your current employee to the under-mentioned.

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(We regret that only short-listed candidates will be notified.)