

CAREER OPPORTUNITY

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We are a leading regional IT security & storage solutions value added distributor with a comprehensive suite of best-of-breed solutions. Our businesses currently span 18 cities in 9 countries in Asia, namely Singapore, Malaysia, Thailand, Vietnam, Indonesia, Philippines, India, China (including Hong Kong) and Taiwan. Read more about us @ www.mtechpro.com.

Due to expansion, we are seeking an experienced individual to fill the position of:-

Logistics Officer (Inventory)

Responsibilities

- Manage and control the Group's inventory and records.
- Responsible for stock allocation to regional offices.
- Monitor aging reports and stock rotation.
- Assist in warehouse operations and shipment coordination.
- Perform order processing and administrative work.
- Other projects or tasks assigned by the Management.

Requirements

- Minimum Diploma in Logistics /Materials Management (SIPMM qualifications would be added advantage).
- 2 - 3 years of experience in Electronics and IT environment preferred.
- Good knowledge in Microsoft Office Applications.
- Able to work independently and as a team player.
- Bilingual in Mandarin and English.
- Residing in the west area will be preferred.
- Male working environment.
- Able to start work immediately.

Interested candidates are invited to email with a detailed resume (stating current and expected salaries) to: recruit@mtechpro.com.

We regret that only shortlisted candidates will be notified.