

CAREER OPPORTUNITY

Date Posted: 11 September 2008

Job Position - Materials Technician



PFIZER ASIA PACIFIC PTE LTD

Pfizer Inc. is a pre-eminent pharmaceutical company with strong global presence and total commitment to discovering and delivering breakthrough medicine for both humans and animals. In Singapore, our S\$640 million state-of-the-art pharmaceutical facility occupying more than 22 acres at Tuas Biomedical Park produces Active Pharmaceutical Ingredients utilizing technological and operational best practices. We are now recruiting for the following position:

Materials Technician

Key Responsibilities:

- Proper receipt of raw materials, packaging and finished goods as well as discharge of tankers.
- Issue materials and dispensing on a timely basis.
- Maintain good inventory records and proper upkeep of all documentation in compliance with cGMP and other regulatory authorities requirements.
- Upkeep the housekeeping of the Warehouse, Dispensary and Drum Store to a level acceptable to GMP standard.
- Perform cycle counting and investigate any discrepancy that might occur and to take the necessary corrective action.
- Perform daily maintenance of the lifting equipment and ensure it is in a safe and efficient working condition.
- Ensure all safety rules and regulations are observed at all times.
- Maintain a satisfactory standard of security and access to all stores for the purpose of safe custody of stock materials.
- Shipment preparations, documentations, liaise with freight forwarders etc.
- Ensure system transactions are done accurately and promptly.

Requirements:

- Min. GCE "O" level or Certificate in Supply Chain/Logistics Management (SIPMM qualifications would be added advantage).
- Minimum 3 years of experience in warehousing, preferably in a pharmaceutical/chemical environment.
- Experience in driving forklift and/or stacker truck.
- Ability to use MRP-based application software.
- Preferably possess a valid Class 3 driving license.

Work location: Pfizer Asia Pacific Pte Ltd
31 Tuas South Ave 5
Singapore 637578

Interested applicants are invited to send detailed resume to hr.pfizer@pfizer.com.