

## CAREER OPPORTUNITY

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### Job Position – Production / Material Planner



**UNICURD FOOD** 統一食品(私人)有限公司  
COMPANY (PTE.) LTD.

#### Unicurd Food Company (PTE) LTD Profile

Unicurd Food, established in 1980 and specialises in tofu manufacturing and distribution, is one of the leading brands in tofu category in Singapore. Unicurd was acquired by Vitasoy International Holding LTD in 2008 and is now wholly owned by VIHL. VIHL is a public listed company in Hong Kong Stock Exchange with an annual turnover of HK\$1,425 million in 2008.

#### **Job Description of Production/Material Planner**

Reporting to: Plant Manager

#### **Job Responsibilities**

- Plan production and order respective raw materials (RM) from daily MRP Report and special customer orders.
- Forward plan of raw materials to ensure prompt delivery and fulfil production schedule.
- Highlight raw material issues to Plant Manager and Sales Services.
- Ensure proper inventory control to maintain optimum inventory level of raw materials and finished goods.
- Monitor and track movement of raw materials inventories and their shelf life.
- Manage RM forecast and usage abnormality.
- Execute weekly, monthly and year-end stock-take.
- Publish regular RM inventory reports to management.
- Update MRP system with daily production report.
- Handle other tasks as and when necessary.

#### **Requirements**

- Minimum GCE "A" level with 1 year relevant working experience. SIPMM qualifications would be an added advantage.
- Meticulous and competency in accuracy and speed.
- Good PC skills, MS Office is essential.
- Knowledge in MRP.
- Must be a good team player and be able to work independently.

Interested applicants are invited to send detailed resume via email: [ann\\_lee@unicurd.com.sg](mailto:ann_lee@unicurd.com.sg) or by post to:

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