

CAREER OPPORTUNITY

Date Posted: 9 February 2010

Job Position – Logistics Officer



Promega Corporation (www.promega.com) is a global leader in providing innovative reagents for the Life Science research industry. The Singapore branch is directly responsible for servicing the Asia Pacific markets. We are seeking an experienced individual to join our dynamic team for the following position:

► **Logistics Officer**

Responsibilities

- Manage the day-to-day operations in the warehouse (including goods receiving and put-away, order picking and packing, and data entry into computer system).
- Generate delivery and shipping documents.
- Arrange flight booking and shipment collection with freight forwarder.
- Export freight calculation.
- Execute weekly cycle-count.
- Manage consignment stock (including replenishment and stock-count) at customers' site.
- Warehouse space utilisation planning and organisation.
- General maintenance of warehouse equipments.
- Order warehouse supplies.
- General warehouse administrative duties.
- Maintain good house-keeping in the warehouse.
- Other tasks or projects assigned by the Management.

Requirements

- Singapore Citizen or PR
- Minimum GCE 'O' level (SIPMM qualifications, added advantage)
- Preferably with at least 2 years of warehouse operations experience
- Conversant in English and Mandarin
- Computer literate. Knowledge of MS Office applications will be an advantage
- Holder of IATA DGR certificate will be an advantage
- Meticulous, proactive, responsible and positive working attitude
- Able to work independently and as a team
- Must be able to lift/move boxes weighing 25 to 30 kg

Interested applicants are invited to send your detailed resume via email to:

peeluh.wong@promega.com.

We regret that only shortlisted candidates will be notified.