

## CAREER OPPORTUNITY

Date Posted: 22 April 2008



### Supervisor (Order Administration)

*Emerson Process Management Asia Pacific is a leader in business automation, empowering production, processing and distribution in the chemical, oil and gas, refining, pulp and paper, power, food and beverage, pharmaceutical and other industries. Our company combines superior products and technology with industry-specific engineering, consulting, project management and maintenance services.*

### Supervisor (Order Administration) (RMT/200802/08/SG)

#### Responsibilities:

- Review commercial contract terms & export compliance related issues;
- Manage Asia Pacific backlogs, finish goods to meet bookings and shipment target;
- Supervise and assist direct reports in daily operation issues (in Singapore and Philippines);
- Lead the AP Customer Care team on the implementation of electronic linking & Quote to Order project via toolkit / symphony (web-based application software); and
- Maintain the product pricing across AP as well as to participate and co-ordinate new product launch within Customer Care team across AP.

#### Requirements:

- Degree or Diploma in Business Administration/Supply Chain/Logistics (SIPMM qualifications would be added advantage)
- At least 3 years of relevant experience in Order Management in manufacturing industry
- Excellent knowledge in commercial terms and conditions and /or process control industry
- Good knowledge of Letter of Credit as well as shipping and freight forwarding
- Strong interpersonal and communication skills

Interested applicants may submit their detailed resume indicating their current and expected salary to <http://my.jobstreet.com/jobs/2008/4/e/20/1823739.htm?fr=C>.

To know more about Emerson Process Management, please explore our web site at <http://www.ap.emersonprocess.com/API/>