

Warehouse Coordinator

Employment Type: Permanent (Full-time)

Location: 6 Pioneer Sector 1, Singapore 628418

Responsibilities:

1. Ensure proper coordination / documentation for both incoming and outgoing items.
2. Responsible for loading and unloading of goods during receiving and ensuring items received as per our PO or to be issued for deliveries.
3. Facilitate material requisition through Stock Issue Requisitions and pick and issue items in accordance with the requisitions.
4. Executing the cycle count activities as per standard operating procedures.
5. Review work processes to enhance efficiency and productivity.
6. Maintain high level of inventory accuracy and transactional records
7. Ensure storage with proper packaging, labelling and tagging of inventory (including OFE and YFE items), proper maintenance / servicing / preservation of warehouse equipment and inventory and good level of cleanliness and housekeeping.
8. Update records (including work orders, good receipt note, purchase requisition log, delivery orders, commercial invoices, price list, purchase orders, delivery orders etc.)
9. Review work processes to enhance efficiency and productivity
10. Maintain receipts, storage and issuance of OFE/YFE
11. Arrange and liaise with production and project management on receipt, inspection and issuance of items.
12. Liaise with forwarders on clearance / collection of cargo from air and sea ports.
13. Perform any other tasks as may be assigned by the supervisor.
14. Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times.

Requirements:

1. Minimum ITE or related trade certificate on warehouse/logistics operation and minimum 3 years' relevant logistics/warehouse experience or minimum 5 years' relevant logistics/warehouse experience.
2. Possess valid forklift licence is preferred.
3. Computer literate (MS Office)
4. Experience in ERP system will be an added advantage.
5. Able to do manual work in non-aircon environment and willing to work overtime when required.
6. Physically fit and able to handle heavy loads.
7. Good communication skills, meticulous, resourceful, able to multi-task
8. A team player with the ability to work independently as well as in a team.

Interested applicants to email your resumes to hr@bakertech.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.