

## **Warehouse / Logistics Manager**

**Employment Type: Permanent (Full-time)**

**Location: 10/12A Jalan Samulun, Singapore 629124**

### **Responsibilities:**

1. Overall responsible for the day-to-day warehouse operations including ERP system administration
2. Ensure proper gathering and distribution of all records, forms and reports pertaining to the receipt, storage, movement and control of equipment and materials
3. Plan for storage of incoming and outgoing inventory
4. Ensure materials and transportation are efficiently and economically coordinated
5. Ensure security, proper housekeeping and all safety rules and regulations with regards to warehouse operations are observed
6. Review work processes to enhance efficiency and productivity
7. Ensure compliance to relevant government regulations and company's quality, safety, health and environmental (QSHE) policies, practices and procedures at all times
8. Conduct yearly and periodic cycle count and ensure stock accuracy & integrity in the warehouse
9. Feedback to management on any issues which would impact the service level
10. Any other ad-hoc duties as assigned by the Senior Management

### **Requirements:**

1. Minimum Diploma or Degree in Logistics & Warehousing or Supply Chain Management
2. Minimum 5 years of relevant experience in similar capacity and industry, specializing in Engineering - Oil/Gas or equivalent.
3. Proficient in MS Office skills and experience with ERP systems will be added advantage
4. Strong leadership with good communication and problem-solving skills
5. Experience in supervising and leading 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.*