

## WAREHOUSE ADMIN ASSISTANT

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

**Location: 12A Jalan Samulun, Singapore 629124  
6 Pioneer Sector 1, Singapore 628418**

### **Responsibilities:**

- Process all documentation received in the warehouse (e.g., inventory list, delivery and purchase orders), maintain proper filing system and process all tasks in relation to the TaskHub Enterprise Resource Planning (ERP) software system.
- Assist in preparing and reconciling various requisition and order forms (e.g., purchase, delivery).
- Ensure all incoming and outgoing items are properly documented.
- Provide data entry support and regular updates for warehousing function.
- Assist in yearly and periodic cycle counts.
- Perform any other tasks as may be assigned by the supervisor.

### **Qualification:**

- Minimum N/O Level or equivalent.
- Computer literate (MS Office).
- Experience in ERP system will be an added advantage.
- Good communication skills, meticulous, resourceful, able to multi-task.
- 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](mailto: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.*