



Executive, Supply Chain Management

Responsibilities:

- Handle the full scope of import and export procedures
- Provide point-of-contact with customers for orders, shipment and other related enquiries including non-conformance issues
- Plan timely inventory
- Prepare monthly reports for Management and records minutes of meeting
- Performs ad-hoc job related duties when assigned by HOD

Requirements:

- Diploma in Supply Chain Management / Logistic / Procurement
- Knowledge in import and export documentations, L/C negotiation and FTAs
- Good written and communication skills
- At least 2 years of relevant experience
- Proficient in MS Office

Additional:

- Transport provided at Yew Tee MRT
- 5.5 work week (alt Sat)

Please submit your detailed resume with a recent photo, current and expected salary to:

hr.admin@tak.com.sg

We regret to inform that only short-listed candidates will be notified.

Office located at: 41 Sungei Kadut Ave Singapore 729665