

Store Assistant

Job Description

- Ensure all incoming documents are in place as per Purchase Order requirement upon supplier delivery.
- Ensure all incoming materials are free from damage and pest infestation.
- Ensure all raw materials, components and products are properly identified and kept in designated place.
- Ensure store facility is structurally intact to prevent deterioration or damage of products and secured from unauthorized access.
- Maintain uncluttered, clean and controlled store space to prevent potential mix-ups, cross contamination and pest infestation.
- Maintain clear segregation and designation of space for Receiving, Quarantine and Finished Goods.
- Perform First-In, First-Out (FIFO) in dispatching raw materials, components and products.
- Update all incoming and outgoing materials info in ERP system.
- Perform inventory cycle count, stock replenishment and picking according to works order.
- As and when assigned by supervisor.

Requirements:

- Minimum GCE 'N' Level or equivalent
- Minimum 1 year experience in logistic function.
- Knowledge in ERP system like Microsoft Navision is an added advantage
- Possess forklift license (if any).

If you are looking for challenges and have the qualities and experience to undertake this challenging opportunity, please write to hr@fongspl.com.sg with your detailed resume stating your qualifications, experience, present and expected salary, and notice period.