



Balanced Engineering & Construction Pte Ltd

TECHNICAL STOREMAN
(Location : Tuas, Singapore)

Balanced Engineering & Construction Pte Ltd specialises in design, build, inspection, repair and maintenance of industrial and commercial chimneys and silos. With a number of offices in the Asia Pacific Region, BEC is a market leader in this highly-specialised field, with an impressive track record. Due to our rapid expansion, we are now looking for suitable candidates to join our team.

Responsibilities :

- Issue and receive materials
- Maintain accurate records of assets, inventory items and consumables
- Load / unload materials using a forklift
- Ensure both inward and outward materials meet quality standards and specifications
- Ensure goods are stored correctly to minimise possibility of damage or deterioration
- Assist with the development of stores procedures and practices to cover all aspects of material storage and distribution.
- Liaise closely with Purchasing Department and relevant personnel on incoming/outgoing material deliveries
- Conduct rolling stock-takes and annual stock-take and reconciling inventory records with physical counts
- Assist Supervisors / Managers on forward planning of supplies, delivery dates and shipments.

Requirements:

- Hold valid forklift operator licence
- Minimum 2 years relevant experience in store processes and inventory control
- Computer literate
- Fluent in both written and spoken English
- Minimum 'N' level qualifications
- Willing to work hard and put in long hours
- An independent person who can work with minimal supervision.
- Must be an excellent team player.
- Physically fit and healthy
- Singaporean, Malaysian or Singapore PR
- Preferably staying in the western part of Singapore

Interested applicants who meet the above are invited to write in with detailed resume stating qualifications, work experience, current and expected salary to hr@be-con.com

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Singapore

Website: www.be-con.com