



BALANCED ENGINEERING & CONSTRUCTION PTE LTD

Company Description

BEC Specialises in design, build, repair and maintenance of industrial and commercial chimney and silos. With a number of offices in 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 the right candidates to join our team as:

TECHNICAL STOREMAN (LOCATION TUAS, SINGAPORE)

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
- Able to start immediately

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