
Position Description

1 Management Trainee – Contract Logistics/Supply Chain Management

2 General Description (Job Scope)

- **Operation**
 - Lead a team of warehouse and administration personnel to ensure that services provided meet customer's requirements and objectives
 - Finalize and implement the Standard Time measurement & tools
 - Problem solving during day to day operational issues
 - Meet program Key Performance Indicators (KPIs) e.g. order turnaround time, dock to stock, stock accuracy and provide KPIs to management
 - Ensure staff adhered strictly to operational and safety procedures
- **Operations Excellence**
 - In depth analysis of potential operational issues that may arise due to the nature of the programs
 - Generate ideas and initiatives for process improvement
- **Pricing & Tender**
 - Assist Tender Solutions Manager during workshop on new business
 - Process mapping with customer for new or changed business requirements
- **Admin**
 - Assist with the general write up of the work instruction in enhancing standardization of processes.
 - Organize and prepare for Log Management meeting
 - Manage correspondence that dealt with Director, ensure all inquiries/complaints/feedback are attended to promptly, professionally, follow up till eventual closure of case
 - Coordinate closely with Senior Management Team and various business/operation units to meet corporate and customers' needs
- **Remote working opportunities for first six (6) months.**

3 Specific Accountabilities

- NA

4 Skills Required

- Microsoft Office Suite (especially PowerPoint, Excel and Macro)
- Video editing software
- Able to multi-task in a fast-paced, dynamic working environment with minimal supervision
- Highly motivated with ability to work independently and at times in a non-structured environment
- Appreciate the time-sensitivity and criticality of assigned tasks and ensure completion within prescribed time frame
- Passionate about delivering quality work and detail oriented with very high degree of accuracy
- Customer focused with an excellent command of written and spoken English

5 Experience and Qualification

- Minimum Degree Holder.