

Job Description

Position: Supply Chain Executive

Established in 2003, GroupG Asia Pacific, headquartered in Singapore, is a group of companies committed to delivering comprehensive, sustainable, and cutting-edge specialty ingredient solutions across the food, cosmetic, pharmaceutical, feed & farm sectors. With over 20 years of industry experience, we are known as a reliable partner, collaborating with top manufacturers and providing consulting services worldwide and nationwide.

As we enter a new phase of growth and progress, our goal is to be ranked among the top 5 companies in Asia by 2030. In pursuit of this vision, we actively look for talented individuals to join our team. Together, we will lead our strategic initiatives, shaping the future trajectory of our company and establishing new benchmarks of excellence in our fields.

To find out more about GroupG Asia Pacific, please visit our website at <https://www.groupg.com.sg>. Join us as we pave the way for innovation and success in the years ahead!

Responsibilities

- Manage, follow up, summarize, and process the orders, contracts, and complete all the import & export procedures and documents.
- Receive, check, and compare all the import & export documents to be compatible with Vietnam's latest policies and partners' countries.
- Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements; identifies and qualifies new suppliers in collaboration with other departments
- Monitor logistics activities and goods inventory to ensure smooth supply chain operation.
- Frequently update and propose with the management to optimize the costs in logistics activities, tax, freight, warehouse fees; prepare regular reports to the company and the authorities.
- Connect with relevant departments to ensure the delivery schedule, solve the incurred problems, and optimize the inside combination with partners to decrease the risks and costs.
- Process inventory for delivery and update logs, documentation for inventory processing
- Report damaged or missing inventory to supervisors.
- Prepare documentation and inventory for audits (if any).
- Follow and support the accounting department to recover, compare, and make payments with suppliers or foreign customers.

- Update and manage the costs, prices, support the accounting to follow, and estimate the suitable costs for each product, order, and supplier.
- Other tasks as assigned by Line Manager

Qualifications

- Bachelor's Degree in Logistics/ Supply Chain or related fields
- 3-5 years of experience in similar relevant position required.
- Advanced in office software (Word, PowerPoint, Excel)
- Fluent in English (communication and written)
- Knowledge of logistics, supply chain
- Ability to successfully manage multiple priorities and to handle challenging work demands and tight schedules
- Good organizational and interpersonal skills, time management, negotiation, build relationships.

If you would like to apply for the job, send your resume and cover letter to **pnc@groupg.com.sg**