

Role: Supply Chain Professional

Introduction:

Unimas Consulting is a Singapore Enterprise, providing Independent Consulting Services in Digital Transformation Strategies, Process re-engineering, Supply Chain Digitalisation, and Risk Management solutions.

Responsibilities:

- Analyse data from shipping and delivering processes to find bottlenecks and other issues
- Evaluate and report on KPIs
- Monitor logistics to make sure they run smoothly
- Maintain supply chain inventory and records
- Find cost-effective solutions for supply chain processes
- Collaborate with other departments to create coordinated plans for business growth
- Ensure supply chain processes meet legal requirements and standards
- Co-ordinate customer order processing, logistic shipments, warehouse operations, shipment documentation, and banking-related procedures
- Update daily and weekly tracking reports with payment status and shipment details
- Co-ordination with banks for validation of customer relations and LC finalization
- Follow-up and coordination with suppliers for documentation
- Co-ordination and finalization of shipment schedule between supplier and customer
- Supporting customer queries and concerns
- Maintaining and managing records of logistic documentation
- Preparation and streamlining of documentation for annual audits
- Liaison with various teams and handle the issuance of Sales Contracts to customers

Experience Requirements:

- 3 years+ experience handling supply chain operations, shipping documentation, shipping logistic operations, and customer service
- Excellent knowledge of supply chain processes
- Excellent organizational and project management skills
- Creative problem solving and strong communication skills
- Excellent analytical and presentation skills
- Outstanding organizational skills
- Excellent Microsoft Excel, PowerPoint, and other office software.
- Self- Motivated, and able to work independently with full ownership and responsibility
- Keen learner, complete and reliable Team player, trustworthy and contributes to the organization and personal growth continuously with new initiatives, ideas, and effort

Educational Requirements

- Bachelor's Degree