



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

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| Job Code | REC.2021/02:MSC |
| Job Title | Inventory Material Planner |
| Department/Unit | Logistics – Medical Supply Chain |

Responsibilities:

- Monitor all stock take programs and ensure consistency and accuracy in same and identify all operation problems in inventory.
- Maintain records of all variances according to establish procedures and ensure accuracy of all product transfers from one warehouse to sub-store.
- Monitor all procurement request of facilities and ensure accuracy in all inbound inventory and maintain records for same.
- Administer all return shipments of customers in case of any shortages and damages and communicate the same to Procurement Unit.
- Monitor work of all inventory control personnel and ensure achievement of all objectives and provide improvement if required.
- Monitor and ensure accuracy of all inventory transactions and maintain records of all locations.
- Prepares reports of inventory balances, shortages, as required.

Requirements:

- Diploma in IT or relevant fields.
- Minimum one (1) year experience managing inventory for a pharmaceutical or manufacturing company is preferred.
- Organizational skills required to track inventory in various locations and warehouse or store.

Key Competence Required:

- Collaborative work style.
- Decision making skills and ability to take proper actions in difficult situations.
- Strong planning and clerical skills.