



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/08:MSC
Job Title	Authoriser
Department/Unit	Logistics – Medical Supply Chain

Responsibilities:

- Processing and examining items requested by users through the BruHIM system as well as goods requested through emails and WhatsApp messages before submitting to the storemen.
- Make authorised stock adjustments to the amount of stock differences in storage and BruHIM system from time to time.
- Assist in the preparation of reports for Team Lead.
- Help carry out stock physical count either random or schedules stock checks.
- Communicate with user and customers on matters relating to their demands.
- Handles genuine urgent request from users and record manually the item requested.

Requirements:

- Diploma in Pharmacy Technician or relevant fields.
- Minimum one (1) year experience managing inventory for a pharmaceutical or manufacturing company is preferred.
- Experience in logistic field would be an added advantage.
- Excellent skills in Microsoft Office applications, especially Microsoft Excel.

Key Competence Required:

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills.
- Strong reporting and documentation skills.