



Inventory Management Executive

Introduction

The seafood industry is a very special place to be, and this is more so at Hai Sia Seafood, a company that is at the crossroads of a transformational change. Food is a large part of our lives – it is a form of sustenance for some, and an art for others. Seafood promises boundless possibilities, in terms of quality, sources, seasons, cooking styles and presentations. At Hai Sia, seafood is a craft. We believe that good seafood can be affordable and accessible. Above all, we believe this craft, so close to our hearts, should be shared with more people.

Just as the mastery of seafood is a craft, a huge part of this transformational change hinges on seeking and developing like-minded people. People who enjoy food as much as we do, people who believe in value-creation as much as we do, and people who believe that better things can come if we put our hearts into perfecting our work.

About Hai Sia:

Hai Sia, translated from Teochew, means the sound of the sea. From her humble beginnings in 1976 as a hawker stall at Mei Ling Street, Hai Sia has grown to be a familiar establishment at Jurong Fishery Port.

Today, Hai Sia is a HACCP-certified company that is involved in both the fresh and frozen seafood trade. Hai Sia provides integrated services including processing, packaging, deep-freezing and cold storage.

We are on an exciting track of change and have an opportunity for an individual to join us as an **Inventory Management Executive**.

Focus:

- Check, match and verify Purchase Orders against Delivery Orders before posting GRN into ERP system
- Perform data-entry, filing, scanning and provide full administrative support to the Warehouse team
- Perform periodic stock audits and resolve any discrepancies with Warehouse team, and inform the Finance team accordingly
- Monitor, analyse and provide periodic updates of stock movements on both fresh and frozen seafood products, and liaise with the Procurement team accordingly

Responsibilities:

- Liaise with the Procurement team on all delivery schedules and goods receipts related matters
- Obtain the required approvals/signatories from the relevant departments before submission to the Finance team for payment
- Resolve any discrepancies on Purchase Orders and Delivery Orders with suppliers
- Ensure accurate and proper documentation of all purchases
- Manage all internal stock transfers
- Take charge of pallet rental, especially stock movement
- Liaise with freight services on the arrival and departure schedules of products





Experience & Qualifications:

- At least 3 years of related work experience in Warehousing/Inventory Administration, preferably in manufacturing sector
- Analytical and meticulous, and enjoys planning
- Good command of both written and spoken English and Chinese
- Good interpersonal and communication skills
- Good conflict resolution skills
- Proficiency in MS Office, especially Excel

Interested candidates, please send your CV detailing your experiences, qualifications and expected salary to hr@haisia.com.sg. More information of the company can be found at www.haisia.com.sg.

