



LAM SOON VIETNAM CO. LTD.
45 VO THI SAU, DAKAO WARD, DIST. 1, HCMC

JOB DESCRIPTIONS

Company: Lam Soon Vietnam Co. Ltd., a Singapore-based company in Vietnam for FMCG.

Refer to following links for further info:

1) Lam Soon Corp website: <http://lamsoongroup.com/>

2) Our social medial: <https://www.facebook.com/AntabaxVietNam/>

Title: Supply Chain Executive

Location: Hochiminh city

Minimum Qualification & Experience	<ol style="list-style-type: none">1. Degree of Industrial Operations and Management, Supply Chain, Logistics, (International) Business or related fields.2. Two – three year experiences in above mentioned industries.3. Good negotiation and communication skills in both Vietnamese and English.4. Strong logical thinking and problem solving skill.5. Good at team work and also able to work independently.
Role Purpose	Responsible for smooth running of products' supply chain, ensuring the products' availability to fit the demand at right quantity and quality.
Duties & Responsibilities	<ol style="list-style-type: none">1. Assist in purchasing orders processing to local/ international suppliers.2. Prepare shipping documents for export/import.3. Liaise with liner for vessel booking, with forwarder for customs clearance; with transportation companies for delivery to customers in different areas.4. Co-ordinate closely with factories for operations of inbound/work-in-process/outbound products.5. Do planning for manufacturing/shipment and monitor stock card closely.6. Follow up with customer for the stock level and on-time delivery.7. Monthly manage inventory level of finished goods / PMs, RMs.8. Manage customer complaint on product quality, coordinate with factory in specification improvement and development.9. Quarterly, yearly supplier review.10. Provide administrative support.
Requirements	Good command in English. Below 30 is preferred. Excellent in computer skills. Negotiable salary.



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Interest candidates kindly contact us by:

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