

Warehouse Manager - Global

Supreme Components International (SCI) is a world-wide distributor of high-tech Electronic Components and LEDs. Our mission is to elevate our 1400+ partners' sales and product performance by connecting our reputable franchised network of 40+ high-tech electronic component and LED suppliers to proactively design and provide cutting-edge, cost-effective, value added services and solutions.

SCI has demonstrated exemplary financial and governance track records, receiving the "award of the awards" from the Government of Singapore including the e50 awards – four years in a row – and the Singapore 1000 awards, now five times in a row.

We are notably ranked as one of the **fastest growing cash-rich firms in Singapore**.

IMPORTANT PRE-REQUISITES:

- **Must be able to work the standard 45 hour work week per MOM guidelines, excluding Saturdays.**
- **The salary expectation is SGD \$2800/month.**
- **This office is located in Eunos (East Coast) so commuting should be accounted for.**
- **Employee must be a strong, fit, fast, and efficient individual, as the role requires packing and managing inventory.**
- **Very strong written and verbal English communication skills.**

Role Overview

The **Warehouse Manager** is responsible for the successful management and delivery of all LED-based and high-tech electronic components in SCI's warehouse. The Warehouse Manager will partner very closely with Customer Service, Sales, and the Finance departments to ensure that the products are delivered on time. Additionally, there is a very strategic requirement of the role that requires the Warehouse Manager to own the creation of warehouse performance reports, negotiate shipping costs with courier services, teach the Sales team about how they can effectively manage freight cost by country, and optimize the warehouse space and product organization for effective shipping.

This role requires **very proficient use of MS Excel** and one who is fit, fast, efficient, and obsessively detail oriented.

Key Responsibilities

- Maintain receiving and accurately warehousing all LEDs and high-tech Electronic components.
- Partner with the Sales and Customer Service teams to ensure goods are imported and handled accordingly.
- Create invoices and packing lists after the point of sale prior to shipping the goods.
- Provide weekly and monthly shipping status reports to senior management.
- Partner with shipping courier services including DHL, FedEx, and UPS to ensure all goods are picked up and shipped on time based on pickup and flight schedules by country.
- Negotiate with shipping courier services to improve import and export costs for all goods by country.
- Daily notify Sales Executives about goods that have not been shipped.
- Control inventory levels by conducting monthly physical stock counts and reconciling the counts with ERP system.
- Comply with ISO 9001:2008 to effectively maintain and store warehouse activities and meet QA requirements.
- Maintain physical condition of warehouse by planning and implementing new design layouts, inspecting equipment, and issuing work orders for repair and requisitions for replacement.
- Prior to shipment, conduct basic Quality Checks for all open-sourced imported goods to ensure that the goods are not counterfeit or defective.
- Proactively create a warehouse performance dashboard and report the key findings, trends, and insights from the results.
- Periodically teach the Sales Executives on the team about freight cost best practices by country, among other practices.

Qualifications

- A diploma, degree, or background in supply chain logistics or warehousing is preferred, but not required.
- Must possess a strong foundation using MS Excel
- Excellent command of the written and verbal English language.
- Is a fit, fast, and efficient individual who thrives in a high-pressured fast-paced, team-oriented environment.
- Ability to work independently on strategic issues with client; capable of managing fairly complex projects.

Compensation and Benefits Package

- Competitive base salary
- Annual bonus to reward and recognize performance.
- Full benefit package including medical, dental, and two-weeks paid time off (PTO)