



PharmaGend

JOB DESCRIPTION

Position – Warehouse Technician

KEY DUTIES AND RESPONSIBILITIES:

- Perform receipt of incoming raw and packaging materials.
- Maintain and update documents related to Delivery- Acknowledge, Goods Receipt Note along with supporting documents.
- Ensure that materials are kept as per the storage conditions.
- Perform dispensing and sieving of raw materials for production use.
- Perform cleaning of accessories used and the dispensing booth / area after completion of the dispensing / sieving activities.
- Issue packaging materials for packing use.
- To give the planned output w.r.t dispensing and sieving of raw materials.
- Regularly verify physical stock, review against system stock and identify discrepancies.
- Perform performance checks for the weighing balances (as required). Coordinate for calibration / preventive maintenance for all Warehouse equipment and instruments.
- Intimate and follow up with Maintenance department for breakdown rectification of Warehouse equipment.
- To ensure maintenance of Warehouse area and equipment in the state of cleanliness as per SOP.
- Assist in performing routine check and ensure proper cleaning of premises by contract cleaner.
- Assist in investigation in case of any process deviation, non-compliance.
- To carry out preventive and corrective actions for observed non-conformances.
- Assist in installation and qualification of Warehouse equipment.
- Ensure compliance to GxP /Safety/ HSE / Quality policies.
- To coordinate with QC for sampling of raw and packaging materials. Arrange sampling activity and cleaning of sampling booth.
- Any other activities as and when assigned by the Superior.

REQUIREMENT

- Good understanding of safe working practices and cGMP.
- A good team player with positive learning attitude.
- Willing to work in Tuas area, in warehouse and dispensing environment.

EDUCATION & EXPERIENCE

- Minimum GCE 'O' level or NITEC or Higher NITEC or Diploma in Warehouse/ Logistics or relevant disciplines
- Preferably with 3 years' relevant experience in pharmaceutical manufacturing warehouse/ store operation.
- Entry level NITEC / Higher NITEC / Diploma candidates are welcome to apply.

TO APPLY:

Candidates are encouraged to apply this position via email to Phghr@pharmagend.com with the following information in the resume.

- Work experiences and job responsibilities.
- Current and Expected salary
- Reason for leaving.
- Date of availability
- Education background

We regret that only shortlisted candidates will be contacted.