



**Forefront Medical Technology Pte Ltd**  
35, Joo Koon Circle  
6th Floor  
Singapore 629110

**Job Title: Supply Chain Manager**

**Duties & Responsibilities:**

- Managing the Materials and Planning Dept
- Manage the Customer Order and Delivery is met to the Target
- Manage that the machine loading and balancing is done in an efficient manner
- Dealing with the Vendor on Pricing, Delivery and Quality
- Managing, reviewing and controlling the inventory control function in accordance with established Company policies and procedures to maintain adequate stock levels and stock balances in order to effectively support operations, tools include Lean or Kanban.
- Establishing targets for reducing inventory levels on various category groups and "in-active" stock
- Ensure that all orders are processed, and assembled in most efficient, cost-effective manner with proper consideration based on customer orders, sales projections and historical data and compliance with all customer service commitments.
- Analyzes and evaluates inventory and delivery problems and recommends and/or implements solutions to optimize inventory levels and manufacturing schedule.
- Intensively managing the entire supply chain cycle of designated Critical Spares, Critical Bulk Commodities and Insurance stock items
- Managing, reviewing and controlling to ensure the timely supply of all scheduled / emergency materials requirements for projects/operations
- Managing, reviewing and controlling the analysis of warehouse inventory for optimal efficiency in capital expenditures and serviceability for operations at the lowest possible cost
- Keep abreast of materials, markets, and materials pricing trends that effect company products.
- Responsible for continuing programs of exploration for new materials, suppliers, and processes to achieve the best possible quality, reliability, prices, continuity, and delivery.
- Maintain Supply Chain Management purchasing systems, practices and policies to ensure honest, fair, and ethical relationships with vendors. Keep informed on legal matters affecting purchasing policies.
- Developing and implementing standardized reporting for all aspects of the materials and planning function
- Providing reports to departmental and Company management as required.



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**Requirements:**

- Diploma/Degree in Supply Chain Management, Industrial Engineering or Business preferred; Certified Purchasing Manager (CPM) or APICS certification a plus
- A person with high Ethical Code of conduct
- Minimum 5 years of increasingly responsible Planning/Purchasing/Customer Service/Materials experience in a manufacturing environment.
- Knowledge of Production Planning/ Materials planning systems and inventory control,
- knowledge of Lean Enterprise, MS office, SAP
- Analytical skills, knowledge of all SCM functional areas
- Good interpersonal skills with ability to work with people at all levels internal and external
- Self motivated proactive leader with ability to mentor, motivate, train and develop direct reports
- Excellent problem-solving and decision making skills
- Excellent written, verbal and organizational skills
- Willingness to work extended hours when necessary to provide required customer satisfaction levels