



Founded in 1865, the Tanglin Club is Singapore's leading private members' club with members from more than 60 countries. The Club offers a diverse range of social and sporting amenities in the exclusive Claymore district, along with reciprocal partnerships with over 130 outstanding private members' clubs throughout the world. The Club is also listed in the Top 100 of the Platinum City Clubs of the World 2022-23, which represents the finest clubs in the world that demonstrate excellence in all aspects of their operations. We are now looking for an individual to be part of our Team:

Receiving Officer

To plan, organise, control and upkeep of item inventories to provide a systematic inventory flow to have a good practice for cost effective maintenance of inventory items.

Your Job Responsibilities include, but are not limited to:

- Plan and organise stocks in the right section for efficient maintenance and stock control.
- Ensure smooth handling of items in / out of inventory.
- Work with Purchasers and other Departments (if any) for verification of documents.
- Enforce safety at workplace at all times.
- Update daily stock record and maintain proper records of inventories, including upkeeping store cleanliness and tidiness.
- Conduct physical operating stock and supplier inventory counts as and when required, and perform monthly stock-take (with Finance Team) and resolve discrepancies with system recording.
- Maintain proper record for filing of all documents.
- Compile monthly Store and Purchasing related reports.
- Provide support on daily Purchasing Operations such as following up with suppliers to gather information, e.g. price, specifications, delivery lead time, etc.
- Check supplier's invoice item description against the Purchase Order description.
- Investigate and resolve discrepancy issues.
- Document all non-returned / lost parts (to seek proper approvals) and liaise closely with all parties involved.
- Other ad-hoc duties as and when assigned by your Superior.

Required Qualifications & Experience:

- Minimum GCE 'N' Level and above.
- Computer literate (preferably Microsoft Excel and Microsoft Word).
- Able to work under pressure and independently in a fast-paced environment.
- Respectful, able to foster teamwork, and work cordially with peers and others.

Interested applicants, kindly submit a comprehensive resume with your notice period and expected salary to:

tcrecruit@tanglin-club.org.sg

Employability Partner: NTUC's e2i (Employment and Employability Institute)