

Current Opening position in Integrated DNA Technologies

Supply Chain Coordinator (Part-Time, Monday to Friday 3 – 7pm)

Responsibilities

- Manage current and future manifests for carriers, couriers and consolidations
- Prepare and organize packages for shipments
- Sort, process and postmark outgoing mail
- Sort and organize product and packages to correct locations
- Process airway bill packages for international shipments
- Perform goods receipt from suppliers and vendors
- Ability to manage inventory and stock supplies
- Other various tasks as assigned

Requirements

- Minimum ITE Certificate/ 'O' Level
- Experience in related field is helpful
- Strong attention to details and ability to multitask
- Must possess strong problem solving skills and the ability to prioritize
- Good communication skills and basic knowledge of computer required
- Able to work on rotating shifts if required

To apply, send detailed resume / curriculum vitae to asiahr@idtdna.com (attachments should not exceed 1MB). Please indicate position applied as well as current/expected salary. We regret that only shortlisted candidates will be notified.

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Production Scientist I (Full Time)

Responsibilities

- Operate lab instruments that are needed for the Manufacturing process of Oligonucleotides
- Monitor and ensure that all lab instruments are running optimally so as not to disrupt manufacturing process
- Perform waste disposal and decontamination programs
- Comply with production procedures and safety requirements as determined by the Company
- Involve in daily housekeeping of manufacturing facility
- Ensure that all labels are in place and GHS compliant
- Other various tasks as assigned

Requirements

- Minimum Bachelor/ Diploma/ ITE in Life Science/ Chemistry
- Able to work in shifts
- Possess strong attention to details
- Possess ability to multitask and adaptable
- Able to communicate effectively
- Able to work independently and as a team player

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Customer Care Specialist (Full Time)

Responsibilities:

As a valued member of the Customer Care team, candidate has to possess the following:

- Responsible to play a critical role in managing international and local orders, customers' requests and feedbacks in a timely and thorough manner.
- Being able to provide informed order and shipment status updates.
- Perform order entry.
- Being able to perform frontline troubleshooting as and when required.
- Reviews orders to screen common issues and clarifies any missing/unclear information.
- Resolves complaints by determining the cause of the problem, selecting and explaining the best solution to solve the problem and expediting resolution to the customer's satisfaction.
- Provide administrative support for Sales team.
- Being a team player and able to work in a fast-paced environment.
- Performs other duties as assigned.

Requirements:

- Educational qualification in Biotechnology/Life Sciences is a pre-requisite
- Good communication skills, meticulous and efficient
- Proficient in Microsoft Office
- Pleasant personality & service-oriented
- Entry – Level position

Interested applicants please forward detailed resume/CV to asiahr@idtdna.com (attachments must not exceed 500KB).

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