

**MAE Alumni Job Opportunity Form****1. Position / Title****Closing date**

Operations Executive (1-year)  
(Ref. no. [SYN/SCMS/LW8](#))

[06 July 2018](#)

**2. Duty / Responsibility**

- Assist in overall project implementation and management upon contract award
- Assist in planning and deployment of resources such as manpower, machinery, equipment and material
- Assist in management of workplace safety and health of employees at project site
- Monitor and ensure project is completed within the specific time and budget and meet all clients' and quality, environmental, health and safety requirements
- Assist to manage any project disputes/clarifications throughout project execution
- Liaise with clients, consultants, subcontractors, suppliers and government authorities on project-related issues, when necessary

**3. Requirement / Qualification / Experience**

- Diploma in Logistics or Supply Chain Management
- Must be conversant in handling emails
- IT savvy, fast learner
- Proficient in Microsoft office (Excel, Word and Powerpoint)
- Experience in staff management
- Possess good interpersonal relationship skills, good customer relationship skills
- Self-motivated and proactive, positive work attitude

**4. Other(s)**

- Location: Joo Koon Circle.
- Interested candidates (ie. **SP Alumnus**), please send resume and indicate "**SP – Your name – Position/ Ref. no.**" in the subject line.

**5. Company information**

Name of contact person	Lim Ai Ling
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