



Successful candidates can look forward to a competitive remuneration package with opportunities for career development.

Interested candidates are invited to submit your resume stating current salary and expected salary to:

The Human Resource Department
adidas Singapore Pte Ltd
Connection One Tower 3 #07-07
168 Jalan Bukit Merah Singapore 150168
Or Email : hr.hk@adidas.com

Applicants not contacted within six weeks should consider their application unsuccessful. Information provided by applicants will be treated in strict confidence and will be used for recruitment purpose only.

adidas Singapore is a wholly-owned subsidiary of adidas Group. We are a global leader in the sporting goods industry and offer a broad portfolio of products. Our success is a direct result of the commitment and talents of the people who work for us.

We are looking for presentable, cheerful, energetic and sports-oriented individuals to join us to strengthen our teams for the following positions:

ASSISTANT MANAGER, WAREHOUSE

You will assist the Manager, Warehouse in inbound & outbound logistics, freight management, inventory & supply chain management initiatives.

Primary responsibilities include:

- Direct product custodial management functions relating to receipt, warehousing and distribution of adidas products to meet customer requirements and company objectives
- Develop and administer cost effective policies & procedures to ensure effective inventory management, accurate and timely deliveries of merchandise
- Constantly create work improvement initiatives for operating procedures, conditions etc
- Establish and implement procedures, direct and assign warehouse responsibilities in all physical inventories and cycle counts
- Ensure all necessary operating and controlling systems are in place.
- Establish warehouse management and maintenance program for warehouse equipment to minimize downtime and maximize efficiency
- Drive warehouse team towards meeting warehouse/logistics operation KPIs
- Manage a diversified workforce including PRC & Malaysian workers

Pre-requisite Knowledge & Skills

- Recognised Degree / Diploma in Logistics / Supply Chain Management
- At least 3 years of relevant experience in warehouse and distribution services at Supervisory / Assistant Manager level, preferably in Retail or FMCG industry
- Experience in managing OWN warehouse is advantageous
- Familiar with processes and systems in logistics and warehousing
- Competent in Word, Excel & Powerpoint
- Able to work in a fast pace environment
- Mature, self-motivated, hands-on with strong leadership and interpersonal skills

ASSISTANT, CUSTOMER SERVICE

You will provide key support to sales force in ensuring sales objectives are met.

Primary responsibilities include:

- Order management and timely processing of sales orders within SOP
- Order tracking and delivery updates to internal sales team / external customers
- Logistics coordination with cross functions for timely deliveries
- Handle and direct customers' enquiries & complaints to appropriate departments. Provide optimum solutions to appease customers within SOPs.
- Preparation of standard reporting within monthly sales reporting systems

Pre-requisite Knowledge & Skills

- Diploma in Hospitality Studies/Business Administration/Administration
- 1 to 2 years experience in order and inventory management or customer service
- Excellent interpersonal and communication skills
- Mature, meticulous and a team player
- Proficiency in Microsoft Office and IT savvy most preferred
- Effectively bilingual