



Assistant Supervisor, VAS Ops

JOB SUMMARY

We are seeking a highly motivated and proactive individual to join our Central Warehouse operations to oversee and support the operations for our Value-Added Service (VAS) Operations. This primarily includes secondary packaging of therapeutic products in accordance to Good Manufacturing Practice (GMP) requirements. Successful candidates will work together with a dynamic team of pharmacists, pharmacy technicians and assistants to ensure accurate fulfilment and timely distribution of medications to healthcare institutions, GP clinics and patients.

ROLE AND RESPONSIBILITIES

- Provide oversight for Secondary Packaging Operations and ensure adherence to documented procedure and Good Manufacturing Practice (GMP) requirements
- Prepare Batch Packaging Records (BPR), labels and other required packaging materials in accordance to work orders and approved packaging instructions to facilitate order fulfilment
- Use the Warehouse Management System to initiate and finalise work orders, as well as manage inventory
- Coordinate with Production Staff and Quality Control to ensure that orders are fulfilled and batch released in a timely and accurate manner
- Coordinate with Production Responsible Person (RP) for management of rejected/ non-conforming products
- Assist in ensuring proper control of documents and records related to Secondary Packaging (e.g. BPR, cleaning records, packaging instructions, SOP)
- Manage inventory including performing transfer of stock for repackaging, cycle counts/stock takes and consumables management
- Support Production RP in ensuring that Secondary Packaging Operations meet KPI
- Work with Production RP to ensure smooth implementation of new processes when necessary
- Provide oversight for general housekeeping of the Value Added Service (VAS) Room
- Provide oversight for orientation and training of new staff assigned to VAS Operations
- Cross deployment to Central Fill Pharmacy Operations for fulfilment of medication delivery orders when necessary
- Any other ad hoc duties as assigned, such as cross functional support etc.

REQUIREMENTS

- Diploma in Pharmaceutical Science or its equivalent
- Minimum 1 to 2 years working experience in healthcare
- Experience in repackaging of health products preferred
- Experience in operations leadership will be advantageous
- Good working knowledge of inventory management systems and MS Office

ADDITIONAL INFO:

- Working Hours: Mon - Thu 8.30am to 6.00pm, Fri 8.30am to 5.30pm,
- Sat 8.30am to 12.30pm (Alternate Saturday)
- Flexibility to work on a rotating shift basis if needed
- Location: 4 Pandan Ave
- Medical & Dental Benefits, AWS & Performance Bonus
- Transport from nearby MRT station provided