

**ORGANISATION PROFILE**

Join a rapidly growing organisation that has over 250 full time employees and operates from 14 centres and other locations in Singapore!

The Dyslexia Association of Singapore (DAS) provides a continuum of services for children with dyslexia, their parents, mainstream teachers and other professionals in the field of dyslexia in Singapore.

**JOB DESCRIPTION**

Position	Logistics Officer
Division/Branch	DAS Corporate Services/ Logistics Branch

**RESPONSIBILITIES**

The Logistics Officer reports to the Senior Manager, Corporate Services. Based at the DAS Head Office in Jurong Point, he/ she will provide procurement, operational and administrative support for the Logistics Branch.

Performs a variety of logistics-related tasks including

- Sourcing for quotations
- Recording of procurement and maintenance activities
- Maintaining inventory records of office equipment
- Conducting inventory and resources check
- Conducting fire safety checks and other safety checks at learning centres
- Acting as the liaison for premises and equipment maintenance matters
- Being involved in adhoc renovation projects
- Tracking utilisation of budget (budget management)
- Assisting in special events, such as awareness/renovation/relocation activities and annual conferences
- Assisting in data compilation and preparation of presentations as directed
- Performing other duties as assigned

**COMPETENCIES**

<p><b>Personal Competencies (Core) :</b></p> <ul style="list-style-type: none"> <li>• Interpersonal skills</li> <li>• Communication skills</li> <li>• Accountability</li> <li>• Ability to work well in a team</li> <li>• Ability to multi-task and adapt to changing work environment</li> <li>• Ability to accept last minute changes in task assignment and/or arrangement</li> </ul>	<p><b>Technical Competencies (Skills) :</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office (basic)</li> </ul>
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**REQUIREMENTS**

<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Minimum NITEC / Higher NITEC / Polytechnic diploma</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Candidates with relevant experience in facilities management or estate management will have an advantage</li> </ul>	<p><b>Other Skills &amp; Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Is physically fit as there is a need to move or carry things sometimes</li> <li>• Prepared to travel to various learning centres where needed</li> </ul>
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## **SALARY AND BENEFITS**

Starting salary will be commensurate with qualifications and experience.

After probation, the successful candidate will also receive leave benefits, dental and other benefits. Staff will be entitled to medical benefits while on probation. The DAS also awards training incentives to deserving staff.

## **APPLICATION DETAILS**

All interested applicants are to submit the following as part of their application

1. DAS Employment Application Form, duly completed (form can be downloaded from the Careers page of our website)
2. Resume

Email the above submissions to [jobs@das.org.sg](mailto:jobs@das.org.sg) by **20 October 2019**.

Only shortlisted candidates will be contacted for interviews.

The successful candidate is expected to commence work on **2 January 2020**.