



JOB OPPORTUNITY – SENIOR INVENTORY SYSTEMS ADMINISTRATOR (BASED IN LAO ON PROJECT SITE)

VALENTIS – INTERNATIONAL EXPLORATION SERVICES COMPANY AT VALENTIS, OUR MOTTO IS “GROWING OUR FUTURE TOGETHER!”

Valentis is an Australian exploration services group operating in Southeast Asia. Established in 2014, Valentis provides turn-key exploration and drilling services at an international standard.

Valentis is looking for a **Senior Inventory Systems Administrator** to assist with our growing project requirements. You will report to the Purchasing and Inventory Manager.

Key Benefits

- Working with an international team, with diverse project experience.
- Be part of a growing and dynamic company.
- Competitive salary.
- 4/2 roster.

Key Responsibilities

- Maintain up to date and accurate inventory system
- Ensure goods received and goods issued are recorded accurately and in a timely manner
- Administer the stock control process with count creation, variance analysis/investigation, system stock updates and summary reporting
- Manage storemen to ensure process accuracy and efficiency
- Ensuring that inventory and warehouse staff follow relevant health and safety regulations
- Implementing stock security measures

Requirements

- High level of spoken and written English
- Working knowledge of inventory management software
- Ability to handle multiple tasks for several projects concurrently
- Previous working experience in relevant function
- Any bachelor degree in Administration, Logistics, or similar relevant field
- Proficiency in Microsoft Excel, Outlook and Word.
- Strong communication and organizational skills.
- Positive attitude and attention to detail
- Ability to interact with diverse cultures

Contact

Interest applicants should contact hr.lao@valentisasia.com or hr@valentisasia.com with their CV and qualifications.