



Material Kitting Assistant

Responsibilities

- Perform data-entry work via SAP
- Receive parts from Production and Warehouse, ensure parts are tagged with appropriate documents
- Prepare module for sub build and generate the shortage list to accompany the part
- Liaise with Warehouse for any urgent parts to be picked
- Ensure kitted parts and spares are delivered to the respective Cells on time
- Ensure parts are tagged before kitting

Requirements

- Able to read, write and speak English
- Able to perform rotating shift work

(Only short-listed candidates will be notified)