

# OFFICER – WAREHOUSE & LOGISTICS

## A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading manufacturers of medical devices and pharmaceutical products and services - now operates one of the largest medical complex in Vietnam and has become a prestigious trademark in Vietnam healthcare market. With more than 1,400 employees nationwide, we develop high quality “made in Vietnam” products, especially our infusion solutions, dialysis solutions and plastic medical instruments have widely been used and appreciated in international and domestic markets. Every service provided by B. Braun Vietnam incorporates the entirety of our knowledge and skills, the company's deep understanding of users' needs and extensive expertise. Our mission is to PROTECT and IMPROVE the health of people around the world. Let's become a part of the B. Braun family and share your expertise.

[www.bbraun.com.vn](http://www.bbraun.com.vn)

## B. Job function:

This position is in charge of monitoring 3PL/4PL, perform transaction posting to the system and handle operational jobs related to warehouse and logistic activity.

- Receive sales order from e-shop, customer, perform checking against sales contract then create sales order in the system if required.
- Check and ensure customer meets legal requirement such as GDP, Business Satisfied Certificate.
- Perform system transaction such as delivery order, billing, inbound, post goods receipt, goods issue.
- Do verification and filing Prove of Delivery (POD)
- Reconcile error report generated from system then perform necessary transaction to correct data in the system.
- Verify and confirm expense billing submitted by 3PL/4PL.
- Prepare purchase order to print Vietnamese label and send to warehouse.
- Co-ordinate and monitor trucking activity from port to warehouse and vice versa.
- Monitor delivery activity from warehouse to warehouse / customer.

- Daily monitor and conduct inspection to 3PL/4PL warehouse periodically.
- Co-ordinate with other departments to handle and follow DDR, expired goods, stock adjustment.
- Supervise scrap-weighting process.
- Check and confirm stock reconciliation with sub-contractor.

### **C. Job requirements:**

- Graduated from Universities. Majored in Economics, Trade & Commerce is prefer
- Solving problems quickly to ensure customers order in time to deliver goods to customers
- Experience in SAP is a plus
- Good communication skill in both Vietnamese & English
- Having knowledge in settling customers order and financial and tax requirement basic understanding

### **D. Strive for more...**

Motivated and competent employees are our most important assets. We are committed to invest in our people, through continuous career development, on-the-job training and professional qualifications. The opportunities are endless at B. Braun, as we are in a continuous growth phase. You can really drive your own career here and are trusted to do a fantastic job.

Whatever role you are in, you are in some way, shape or form contributing to protecting and improving the health of people around the world. Our team love that they genuinely make a difference!"

### **E. How to apply**

Please send your updated CV to: [recruitment.vn@bbraun.com](mailto:recruitment.vn@bbraun.com)

### **F. For more information, please visit:**

 [www.bbraun.com.vn](http://www.bbraun.com.vn)

 [www.facebook.com/bbraunvn](http://www.facebook.com/bbraunvn)

 [www.linkedin.com/in/bbraunvncareer/](http://www.linkedin.com/in/bbraunvncareer/)

Or contact our Hotline: +84 24 3357 1616 (Ext. 1129)

*“Candidates are always welcome at B.Braun Vietnam. We are an equal opportunity employer and commit to ensure fairness and transparency during selection process as well as in your development later on with us”.*