



شركة كواس براكس سنديرين برحد
BERAKAS POWER COMPANY SDN BHD

Providing Power and Expertise to Serve You

VACANCY

Berakas Power Company Sdn Bhd (BPC), a local Power Utility Company operating within Brunei Darussalam, is currently looking to recruit a suitably qualified candidate for the following position: -

LOGISTIC AND MATERIALS COORDINATOR

Brief Responsibilities

The role involves assisting the Senior Storekeeper in carrying out daily operations related to the Company's stores, including but not limited to the receiving, inspection, handling, storage, safekeeping, and distribution of materials, parts, and supplies. Supports the accurate and efficient execution of inventory activities in accordance with the Company's procedures and applicable industry requirements. Assists in maintaining accurate records, stock control, and documentation to support operational efficiency and ensure compliance with established procedures and standards.

Qualifications & Requirements

- ♦ At least Diploma or equivalent qualifications deemed acceptable by the company.
- ♦ At least three (3) years' post qualification experience in storekeeping, inventory handling, logistics operations and recordkeeping.
- ♦ Experience in handling customs documentation, shipping coordination (inbound and outbound), and liaising with freight forwarders and regulatory authorities.
- ♦ Proficiency in basic computer applications such as Microsoft Word, Excel, PowerPoint, and other inventory control software.
- ♦ Working knowledge of administrative tasks related to materials and logistics operations.
- ♦ Good written and verbal communication skills in both English and Malay.
- ♦ Possesses a valid driver's license.
- ♦ Holding a valid forklift license is an advantage.

Remuneration will be commensurate with qualifications and experience. This post is only open to Brunei Citizens and Permanent Residents.

Interested applicants are to submit a curriculum vitae and copies of their Certificates together with a cover letter. A recent passport size photograph should be included with the application. Only shortlisted candidates will be invited for assessment and interview.

Applications should be emailed to hr@bpc-brunei.com. The closing date for applications is 10th May 2025.