

Career Opportunities

STORES EXECUTIVE

General Requirements

- A' Level or Diploma in General studies and Material Management
- Minimum 1-2 years' work experience in an established warehouse or logistics area
- Prior supply chain experience in a healthcare facility will be an added advantage
- Proficiency in MS Office
- Excellent communication skills and proficiency in English
- Good interpersonal skills
- Ability to work under pressure and meet deadlines
- Physically fit to endure long working hours

Job Specification

- Carryout the day-to-day work of warehouse and logistics area of the hospital
- Liaise with suppliers
- Receive goods and enter details into the system
- Daily check of stock, keep updated records and manage inventory
- Manage smooth distribution of stocks to the requesting department
- Follow proper storage conditions as per manufacturers or other relevant authorities
- Forecasting of required materials as per consumption
- Manage logs and tracking of expiry dates of all items
- Submission of vendor bills to Finance
- Assist in administrative tasks, such as handling and preparation of paperwork
- Assist in verifying all incoming and outgoing items to and from the hospital stores
- Perform any other tasks as assigned within the warehouse scope by the Head of the Department

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply:

Interested candidates may submit their application <https://careers.treetophospital.com/careers> before 1600 on October 8, 2026.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.