

JOB OPPORTUNITY – Logistics Assistant

TITELINE VALENTIS – INTERNATIONAL EXPLORATION DRILLING COMPANY

ABOUT TITELINE VALENTIS

- **Titeline Valentis Drilling Myanmar (TVDM)** is a joint venture between Australian company, Titeline Drilling International, and Myanmar’s leading mining service company, Valentis.
- TVDM offers world class diamond drilling (high performance Alton and Man Portable) and RC drilling rig capability in Myanmar.
- Our team has the most extensive drilling experience in Myanmar and maintain the highest standards of quality and safety.
- We are seeking a Logistics Assistant to join our growing team, based in Mandalay, Myanmar

REPORT TO

- Logistics & Procurement Manager

KEY RESPONSIBILITIES

- Inventory and stock control
 - Manage stock and inventory control
 - Procurement of supplies
- Vehicle management
 - Vehicle maintenance and services in Mandalay
- Warehouse
 - Manage security of Mandalay warehouse
 - Warehouse cleaning and maintenance
- General support to operations and field team

QUALIFICATION BACKGROUND

- Bachelor degree
- 3 to 5 years experiences in resources company
- Warehouse/ Inventory control working experiences is preferable
- Positive attitude and good interpersonal skill
- Must have basic knowledge machinery / vehicle repairs and maintenance