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LAGUNA



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DISTRIPHIL



DISTRIPHIL (Distribution Solutions Phils. Inc.) is a premier national pharmaceutical distribution company partnering with the top multinational pharmaceutical companies and supported by a national network as an affiliate of the Chiongbian Group of companies.

We are a proud recipient of the Asia Pacific Enterprise Award for Corporate Excellence in the regional edition.

CUSTOMER SERVICE REPRESENTATIVE

QUALIFICATION

- College Graduate
- Good communication
- Planning and organizing skills
- Customer-centric
- Computer skills
- Problem-solving skills
- Works well with people

KEY RESPONSIBILITIES

- Responsible for order processing of Sales Orders and Purchase Orders.
- Check and receive all sales orders for completeness of data necessary for fast and accurate encoding of orders, picking and delivery to customers.
- Encodes data and orders in the system diligently and accurately for database building.
- Assist in AR Collection, follow up in validation

- AREA/S**
- Silangan, Laguna
 - Sucat, Parañaque City
 - Talamban, Cebu City

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INVENTORY CONTROLLER

QUALIFICATION

- Has experience in Inventory Management, Documents and Records Management
- Has knowledge in Pharma Distribution
- Proficient in SAP and MS Excel
- Good with time management, interpersonal and communication skills and analytical thinking

KEY RESPONSIBILITIES

- Monitors inventory movement across all locations.
- Performs Cycle count, Principal count, and count validation.
- Performs Put away audit trail.
- Assists in the resolution of internal and principal inventory concerns.
- Prepares inventory list and inventory reports.

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PHARMACIST

QUALIFICATION

Knowledgeable in the following:

- Microsoft word, excel, and powerpoint
- GMP, GWDP & Cold Chain Management
- Good documentation practices
- ISO 9001 management systems
- Licensed Pharmacist
- Attended various trainings from FDA

KEY RESPONSIBILITIES

- Receives all incoming stocks and conducts physical count of all deliveries.
- Responsible in reconciling any discrepancies through proper documentation.
- Conducts physical inventory weekly, monthly, and annually.
- Analyzes inventory level per sku and provide feedback to FOM and SBM for any sku within the critical level.

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QUALITY SPECIALIST

QUALIFICATION

- Preferably with experience in GMP/ GWDP
- Fresh graduates related to Science courses are welcome to apply
- Willing to work in Silangan, Laguna

KEY RESPONSIBILITIES

- Knowledgeable in Microsoft Office Applications (Outlook, Word, Excel & PowerPoint).
- Willingness to adhere to assigned routes, schedules, safety procedures, and transportation laws.
- Mindset for organization and attention to details.
- Strong organizational, task prioritizing, and time management skill.
- Proven ability to direct and coordinate operations; Ability to multi-task and manage workflow priorities.

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OPERATIONS SUPERVISOR

QUALIFICATION

- Graduate of 4-year course.
- With at least 1 year experience in related field.
- Strong analytical, planning and organizing skills
- Willing to work from Monday to Saturday

KEY RESPONSIBILITIES

- Ensure proper execution and implementation of all policies procedures with regards to receiving, loading, dispatch, and delivery.
- Lead distribution activities including scheduling, routing, loading and delivery of consumer products.
- Provide timely service to sales department while minimizing transport costs.
- Initiate cost efficiency measures to hit target cost-to-sales ratio.

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