

# Be The **KEY PERSON**



**Tetra Pak** is a global innovator of processing and packaging solutions, employing 21,000 talents in more than 165 markets. We have been a key employer in Singapore for over 30 years, and our site here consists of a world-class manufacturing facility, as well as a division dedicated to the development and support of our worldwide information systems.

## **SITE SERVICES & ADMIN MANAGER**

In response to growth and expansion set to continue in the new decade, Tetra Pak has created a brand new role designed to improve and streamline our services, facilities and to enhance our customer experience.

As the key liaison point to all site services, you will be responsible for the maintenance and expansion of facilities, security, reception and administration, catering, and assume control of customer visits co-ordination. Essentially you will oversee a team of business support officers integral to the smooth running of our operations while functioning as a Tetra Pak ambassador.

You will undoubtedly possess strong management experience (over 10 years) gained within fast paced organisations where you have driven process improvement and cost effectiveness. You will need to demonstrate your ability to deliver results, as well as possess the interpersonal skills to liaise with and motivate stakeholders at different levels in a multicultural environment.

*This position offers the successful candidate a very attractive remuneration package in keeping with a progressive company.*

Please apply in strict confidence to our appointed Consultant: **Jason Lee, Berkley Recruitment Group**, at [tetrapak@berkley.com.sg](mailto:tetrapak@berkley.com.sg) or call him at **6595 4563**. Visit [www.berkley.com.sg](http://www.berkley.com.sg) for further information.

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