

JOB TITLE : Warehouse Supervisor cum Delivery Driver

AVAILABLE DATE: IMMEDIATE

Duties: Warehouse Management / Inventory Control / Alternate Driver

1. Receiving of incoming shipment, check goods received against documents and condition of goods and storage and place into inventory.
2. Issuance of goods for delivery.
3. Arrange timely collection / delivery of goods to customers.
4. Maintain inventory accuracy and conduct regular stock check.
5. Report and investigate stock discrepancies found.
6. Maintenance of warehouse facilities and equipment / Improvements
7. Assist in all other ad-hoc warehouse duties when assigned.
8. Supervise warehouse / delivery personnel.

Requirements:

1. Singaporean/ PR
2. Must have class 3 driving license
3. Able to carry heavy goods
4. Forklift license will be advantage
5. Experience with warehousing/ Container Unloading/ Order Picking and Upkeeping of warehouse
6. Able to speak Mandarin will be an advantage.