



## **Logistics Assistant**

### **JOB SUMMARY**

The Logistics Assistant plays a pivotal role in the efficient operation of our logistics department. Key responsibilities include receiving, storing, and dispatching finished products, ensuring accurate picking and packing of customers' orders, and maintaining cleanliness, organization, and safety within the warehouse. The successful candidate will be proactive, adaptable to change, and committed to delivering high-quality service.

### **ROLE AND RESPONSIBILITIES**

- The Logistics Assistant is responsible for receiving, storing, and dispatching finished products.
- Ensure that customers' orders are picked and packed correctly.
- Responsible for housekeeping to ensure the warehouse is maintained clean, neat, safe, and orderly.

### **REQUIREMENTS**

- Singaporean/PR prefers.
- Possess a valid forklift license.
- GCE 'N'/'O'/'ITE' or equivalent.
- Minimum 1 – 2 years' experience in a warehouse environment.
- Able to work under pressure in a fast-paced environment.
- Basic knowledge of Warehouse Management Systems (WMS).
- Good attendance and punctuality.
- Able to work overtime if needed.

### **ADDITIONAL INFO:**

- Work location: 4 Pandan Avenue (nearest MRT: Jurong East/Clementi, SBS 78). Transport from nearby MRT stations will be provided.
- Working Hours: Mon - Thu 8:30 am to 6 pm, Fri 8:30 am to 5:30 pm, Alt Sat 8:30 am to 12:30 pm. (5.5 days Alt Sat work week).
- Medical & Dental Benefits, AWS & Performance Bonus.
- Upskilling opportunities based on job performance.