



Chasen Logistics Services Limited

Chasen, one of the leading logistics service provider, specializing in equipment relocation is inviting suitably qualified candidates to join its growing team.

Operations Assistant

West - Jurong

Responsibilities & Duties:

- Provide daily administrative and operational support to the Operations team.
- Assist with daily operational coordination and follow up with customers, workers, drivers, and internal departments.
- Assist in coordinating project activities, schedules, manpower, materials, and other project requirements.
- Support the Project Coordinator / Operations team in monitoring project progress and following up on outstanding matters.
- Assist with preparing project-related documents, reports, work orders, checklists, and other operational paperwork.
- Coordinate and follow up with different departments to ensure smooth execution of project and operational activities.
- Assist with daily work schedules, manpower arrangements, and operational planning.
- Assist with checking attendance, timesheets, and daily work records.
- Perform data entry and update project and operational information in spreadsheets or company systems.
- Assist with coordinating transportation, equipment, materials, and other operational arrangements when required.
- Follow up on job assignments, work progress, and operational requirements.
- Liaise with internal departments, customers, suppliers, and other relevant parties on routine operational matters.
- Maintain proper filing and documentation of project and operational records.
- Assist in resolving routine operational issues and escalate matters to the supervisor when necessary.
- Support the Operations and Project team in ensuring activities are completed according to schedules and requirements.
- Perform other ad-hoc operational, project coordination, and administrative duties assigned by the supervisor.

Requirements & Qualifications:

- ITE / Nitec / Higher Nitec or equivalent qualification.
- Fresh ITE graduates are welcome to apply.
- Interest in operations and project coordination.
- Good organisational and coordination skills.
- Basic knowledge of Microsoft Word and Excel.
- Good communication and interpersonal skills.
- Responsible, hardworking, and willing to learn.
- Able to work independently and as part of a team.

- Comfortable handling both administrative and operational tasks.

If you're interested in becoming part of Chasen, please email your detailed resume stating your qualifications, experience, expected remuneration and contact number(s), with a recent photograph to:

The HR Department
Chasen Logistics Services Limited
18, Jalan Besut, (Off Jalan Terusan)
Singapore 619571
Email: hr.recruit@chasen-logistics.com

** All applications will be treated in strict confidence, we regret that only shortlisted candidates will be notified*