

## CHASEN LOGISTICS SERVICES LIMITED

### OPERATION CUM ADMIN ASSISTANT

Location: Jurong area, Singapore

No. of Vacancies: 1

#### **Duties and Responsibilities:**

- Prepare Job Schedule on Excel spreadsheet based on information received from Customer Service cum Admin Executive, Project Managers and Assistant General Manager.
- Print Delivery Order from RVS system, and pass it to Supervisor in charge of the job.
- Prepare Equipment List for job site.
- Check with Supervisor before completing the Forklift Check-list.
- Communicate with customer via e-mail and phone.
- Book crane service (if required) for next day's job: provide details of venue, time of crane usage, etc.
- Collect Delivery Order (signed by customer) from Supervisor, print Job Schedule and forward both documents to Customer Service cum Admin Executive for billing.

#### **Requirements and Qualifications:**

- Candidate must possess at least a Higher secondary/ pre-U/A level/ College, Professional Certificates/ NITEC, Diploma, Advance/ Higher/ Graduate Diploma, Logistics/ Transportation, Business Studies/ Administration/ Management, Others or equivalent.
- Required skill(s): MS Excel, MS Office
- At least 1 year(s) of working experience in the related field is required for this position.
- Preferably Non- Executives specializing in Clerical/ Administrative Support, Logistics/ Supply Chain or equivalent.
- Full-Time position(s) available

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to [jenny.chong@chasen-logistics.com](mailto:jenny.chong@chasen-logistics.com). (All applications will be in strict confidence. We regret that only short-listed candidates will be notified).