

## CHASEN LOGISTICS SERVICES LIMITED

Job Title: OPERATIONS CUM ADMIN ASSISTANT

Location: Jurong area, Singapore.

No. of Vacancies: 1

### **Responsibilities & Duties:**

- Prepare Job Schedule on Excel spreadsheet based on information received from supervisor as well as H.O.D.
- 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 person in charge for billing.
- Other duties as assigned by the H.O.D

### **Requirements:**

- Candidate must possess at least a Secondary School/"O" Level/ Diploma, any field.
- At least 2 year(s) of working experience in the related field is required for this position.
- Preferably Non-Executives specializing in Clerical/Administrative Support or equivalent.
- Able to work independently and as part of the team.
- Ability to cope with pressure.
- Willing to work overtime.

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 [Siowchian@chasen-logistics.com](mailto:Siowchian@chasen-logistics.com).

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)