

## CHASEN LOGISTICS SERVICES LIMITED

Job Title: WAREHOUSE EXECUTIVE

Location: Jurong area, Singapore.

No. of Vacancies: 1

### **Responsibilities & Duties:**

- Support the day-to-day warehouse operations.
- Manage customers' inventory system (one-stop warehouse management).
- Ensure that the inventory system is updated accurately and promptly.
- Liaise with Operations Dept to provide manpower and equipment to carry out warehouse operations.
- Give clear instructions to line management and ensure that the warehouse operations shall be carried out safely with no impact on quality of work, health and safety and environmental performance.
- Ensure safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area.
- Report any unsafe condition or any unsafe act to superior.
- Report any incident/accident to superior.
- Report any defects on the equipment to superior.
- Ensure good housekeeping is maintained at all times.
- Recommend safety, environmental, health and security measures to the WSH Committee.

### **Requirements:**

- Candidate must possess at least a Diploma / Bachelor's Degree, preferably in Logistic/supply chain management or related fields.
- Knowledge and experience using a Warehouse Management System.
- Proficient with MS office applications
- Excellent written / verbal English.
- Good Customer Service.
- Min 3 years of warehouse management experience.

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.)