

CHASEN LOGISTICS SERVICES LIMITED

Job Title: PROJECT EXECUTIVE

Location: Jurong area, Singapore.

No. of Vacancies: 2

Responsibilities & Duties:

1) Sales

- Solicit orders for jobs to meet assigned sales target.
- Making cold calls/leads and arranging appointments with potential customers, initiating site survey, secure and verify technical specifications, weight and dimensions of cargo.
- Build and strengthen customer relationship.

2) Planning

- Link up with customer for site survey appointment.
- Timely delivery of quotation.
- Assess and plan manpower and equipment requirements for jobs secured.
- Coordinate and inform Operations staff of the requirements and liaise with Planning Department on manpower and equipment required for the project execution.
- Cost and budget control.

3) Projects

- Manage projects from end to end to ensure timely completion.
- Attend site meeting as required to ensure the compliance with the overall project standards, procedures and requirements.

4) Documentation

- Approval of Risk Assessment and assist safety team to complete other documents required such as Methods Statement, Safe Work Procedures & Lifting Plan.

Requirements:

- Candidate must possess at least a Professional Certificate/NITEC, Diploma or above.
- At least 3 year(s) of working experience in the related field is required for this position.
- Strong planning and organisational skills.
- Strong communication & negotiation skills.
- Good written and verbal communication skills in English.
- Class 3 driving license required.
- Certified BizSafe Level 2 - Risk Management is preferable.

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.

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