

Warehouse Coordinator

Position: Warehouse Coordinator

Employment Type: Permanent Full-time

Location: 12A Jalan Samulun, Singapore 629131

Responsibilities:

- Perform general warehousing coordination functions for both incoming and outgoing inventory
- Assist in daily warehouse/logistics operation
- Ensure accurate quantity of items received or to be issued for deliveries
- Ensure all incoming and outgoing items are properly documented
- Handle all processes in relation to receiving, retrieving (from inventory), packing and delivering of goods as assigned
- Maintain proper housekeeping in the warehouse with due regards to HSE and Security
- Other duties as and when assigned by Supervisor
- Prepare Purchase Requisitions and reconcile with Delivery Orders
- Update records (including work orders, good receipt note, purchase requisition log, delivery orders, commercial invoices, price list etc.) in Excel
- Carry out random and regular stock checks
- Responsible for organised and systematic storage of goods

Requirements:

- 1-3 years' relevant logistics/warehouse experience
- Able to do basic data entry work in Microsoft Office, especially Excel
- Able to handle heavy loads
- Able to multi-task and be a team player
- Able to work in a fast pace environment
- May be required to work overtime
- Possession of forklift license is preferred

Interested applicants to email your resumes stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.