

For our Singapore office we are looking for a

# Warehouse Operations Assistant

## Responsibilities:

- Perform daily operation in the warehouse
- Responsible for in-bound and out-bound shipment – inspecting, sorting, picking and packing and delivery arrangement
- Load, unload and arrangement of stocks to and from designated storage area; shelves
- Facilitate smooth flow of transactions and ensure proper due diligence
- Ensure warehouse safety, inventory accuracy, cleanliness and orderliness of the area
- Support in administrative and customer related tasks
- Responsible for filing, documentation and Data Entry
- Performs other duties as assigned

## Requirements:

- Excellent Communicative, Problem Solving and Interpersonal Skills
- At least a GCE 'N' or 'O' Level, any field
- Familiar with MS Word, Excel and PowerPoint
- Having WMS knowledge will be advantageous
- Organized and meticulous
- Proficiency in English
- Candidate should also possess attributes of a team player with strong analytical and communication skills
- Able to start work immediately

## What We Offer

As a young and dynamic company, there is a wide opportunity to grow together, which include career and personal development as well as varied different tasks to learn and handle every day.

To reach our mission and vision, we believe in nurturing and investing in our employees.

We hope you will be a part of our success in the future.

Turck Banner Singapore Pte Ltd is a Singapore joint venture company owned equally by Hans Turck GmbH and Banner Engineering Corp. Manufacturers from automotive to pharmaceuticals, food & beverages, chemicals, machine maker and many more industries use our products. Since its establishment, Turck Banner Singapore Pte Ltd has been highly regarded within the industry for innovative products and responsiveness to customer's needs.

We look forward to receiving your cover letter and CV in English including a scanned copy of your latest grade Transcript and informative application documents by e-mail. Please provide your salary expectations and potential availability to:

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Only shortlisted candidates will be notified.

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