

Warehouse Assistant

Your key responsibility as follows:

- Perform inbound receipts / checking and other related activities
- Perform picking, packing and outbound activities for both local and export shipments
- Handle loading & unloading, stacking, put away, labelling and packing of goods
- Liaise with Customer Service staff to ensure timely completion of inbound and outbound jobs.
- Ensure compliance of warehouse standard operating procedures and safety guidelines
- Perform stock-take and cycle count whenever required.
- To keep the warehouse clean and tidy at all time.
- Perform other related warehousing duties or Ad-hoc job assigned by Superior

Requirement:

- Min Primary Education.
- Able to converse in and read English / Mandarin
- Forklift driving license
- Literate in basic computer skills has added advantage
- Positive attitude, responsible, and willing to learn
- Physically fit to work in Warehouse environment
- A structured and independent worker with good ability to organise things.

Benefits:

- Daily Lunch Provided.
- Company Transport Provided at designated MRT stations (Lakeside & Boon Lay)
- Medical and Dental benefits
- Attractive Bonus Scheme (AWS, Special Bonus etc.)

If you are looking for career advancement opportunities, please **email** your latest C.V indicating the position you are interested in. Please include your present and expected remuneration and email to hr.career@gkegroup.com.sg

We regret that only shortlisted candidates will be notified.