



Our Vision is to become a leading integrated logistics service provider in the region, offering efficient, reliable and quality warehousing and logistics support to the local and overseas market by leveraging on technology and operational excellence.

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.