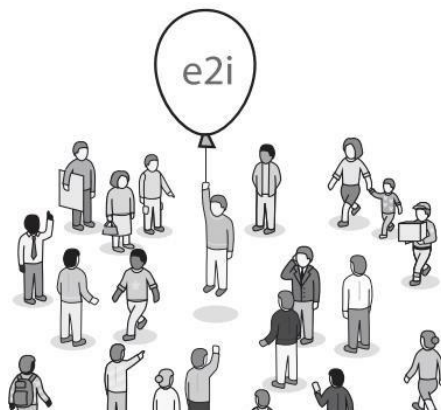


e2i-Logistics & Crane Job Fair

@ e2i Event Hall 1

Together, Potential Meets Opportunities

JOB LISTING BOOKLET



As part of our effort to save the environment, please return this booklet at the exit after you have completed all interviews.

Date: 15 May 2024(Wednesday)

Time: 10am - 4pm

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 Allied Container Services Pte Ltd

Established in 1975, Allied Container Group has grown to become one of Singapore's largest container haulage operator and container yard operator. With over 40 years of experience, the Group has a strong reputation in the line of logistics management. Today, Allied have more than 200 dedicated and experienced staff delivering the highest standards of service.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Handle the barge inventory. Handle the loading and unloading of lube into and for the barge. Work with principal, supplier, and agent to handle delivery. Do creation, return, and communicate with all for smooth delivery. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to work on holidays and weekends. Excellent communication and presentation skills. 	<ul style="list-style-type: none"> 5.5 days / week 8am–5pm (Mon to Fri) 8am-12pm(sat) Full time/ Permanent
Delivery Attendant	<p>Job Description:</p> <ul style="list-style-type: none"> Assist Drivers in checking the Packing List and the number of pallets is correct. Assist Driver in checking and ensure that the total carton number matches with Packing List. Assist Drivers in checking and drawing stocks from Warehouse. Check any of the deliveries that require collection of loose goods. Ensure customers do stock checks before leaving the premises. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to lift heavy goods. Organized and able to follow instructions closely. Able to work well with others in a team and individually. 	<ul style="list-style-type: none"> 5.5 days / week 8:30am–5:30pm (Mon to Fri) 8:30am-12:30pm (sat) Full time/ Permanent
Customer Service, Depot	<p>Job Description:</p> <ul style="list-style-type: none"> To manage customer's shipment request and communicate promptly. Ensure timely co-ordination to finalize booking process with customer and perform booking process into system. Attend to customer's requests for container re-use, cargo claims, cross-bookings, container detention, damage container handling, and depot cleaning/washing issues. <p>Job Requirement:</p> <ul style="list-style-type: none"> Preferably with a diploma or equivalent qualification Min 1 – 2 years' relevant experience. Able to work under pressure and meet tight deadlines. 	<ul style="list-style-type: none"> 5.5 days / week 8am–5pm (Mon to Fri) 8am-12pm(sat) Full time/ Permanent
Prime Mover Driver	<p>Job Description:</p> <ul style="list-style-type: none"> Handle daily delivery and collection timely, accurately, with care and safety. Able to drive a prime mover. Follow Singapore traffic regulations and PSA / Jurong Island / Jurong Port requirements. Observe and conform to Company's safety regulations. Able / willing start time based on job needs. <p>Job Requirement:</p> <ul style="list-style-type: none"> 3 years of driving prime mover experience. Able to work independently. Class 4/5 driving license preferred. 	<ul style="list-style-type: none"> 5.5 days / week 8am–5pm (Mon to Fri) 8am-12pm(sat) Full time/ Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Delivery Driver cum Attendant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure inventory stock matches delivery requirements. • Follow set, scheduled route for daily deliveries. • Ensure products are delivered in a timely manner. • Load and organize product inventory from warehouse into your vehicle and unload products in and out of truck as needed throughout the day. • Always keep the vehicle organized, clean and tidy. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Able to lift heavy goods. • Organized and able to follow instructions closely. • Able to work well with others in a team and individually. • Class 4/5 driving license preferred. 	<ul style="list-style-type: none"> • 5.5 days / week • 8:30am–5:30pm (Mon to Fri) • 8:30am–12:30pm (sat) • Full time/ Permanent
Warehouse Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Receive cargo from incoming shipment. • Verify and note the count and condition of cargo received, knowing when to either refuse or accept with notation. • Segregate cargo received by account or intended location and store in proper location. • Assist in various warehouse maintenance tasks, including sweeping floors and putting away stocks. • Record receipts on book with proper documentation. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Organized and able to follow instructions closely. • Able to work well with others in a team and individually. • Singapore Forklift License. 	<ul style="list-style-type: none"> • 5.5 days / week • 8am–5pm (Mon to Fri) • 8am–12pm (Alt sat) • Full time/ Permanent
Business Development Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Design and implement a strategic business plan that expands the company's customer base and ensures its strong presence. • Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs. • Identify emerging markets and market shifts while being fully aware of new products and competition status. • Management of bulk flour and sugar customer relationships to build lasting mutually beneficial relationships. • Drive the achievement of set service delivery metrics for bulk and prepack flour and sugar customers and liaising with the relevant teams. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Relevant sales experience in F&B (especially in Bakeries and restaurants preferred) and B2B. • Fluent in Japanese speaking to liaise with Japanese clients. • Knowledge of flour and food. • Class 3 driving licenses and possess a vehicle. • Successful previous experience as a sales manager, consistently meeting or exceeding targets. • Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization. • Proven track record of closing sales, exceeding sales quotas and building revenue successfully. 	<ul style="list-style-type: none"> • 5 days / week • 8:30am–5:30pm • Full time/ Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Service, Permit Declaration	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Ensure smooth flow of import and export documentation process flow. • Prepare all related documents pertaining to import and export including Permit Declarations • Liaise with carriers / forwarders on bookings of vessels for exports and arrival dates of vessels, port charges, etc for imports. • Ensure all billings are done promptly and accurately. • Handle customer enquiries, complaints and requirements. • Always develop and maintain excellent service to internal and external customers. • Advise supervisor of any irregularities discovered within the assigned transactions. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum 2 years' experience in shipping or shipping related company. • Computer literacy. • Good interpersonal skills. • Diploma holder in Maritime Studies, Shipping, Logistics & Supply Chain. 	<ul style="list-style-type: none"> • 5.5 days / week • 8am–5pm (Mon to Fri) 8am-12pm(Alt sat) • Full time/ Permanent
Hardware and Networking Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Support as IT Helpdesk to internal and external stakeholders (if needed). • Troubleshooting computer issues (both hardware, software and network). • Design diagrams of all locations (not limited to telephone, CCTV, network mapping diagram as well). • Network / Hardware security. • Assist to manage CCTV, if possible, not limited to replacing, troubleshooting and cleaning. • Upgrading of current technologies. • Cloud technology/Servers/NAS knowledge or background are preferred. • Procurement of IT products/parts/services, if needed. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Cloud technology/Servers/NAS knowledge or background are preferred. • Able to work independently. 	<ul style="list-style-type: none"> • 5 days / week • 8:30am–5:30pm • Full time/ Permanent
Accounts Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Handles a few sets of subsidiaries and holds full sets of account. • Preparing daily reports and all accounting functions. • Prepare financial reports to Managements. • Dealing with external auditors and preparing audit schedule. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Familiar with any accounting software. • • Able to work independently. • • Meticulous and have a keen eye for detail with an inquiring mind. 	<ul style="list-style-type: none"> • 5 days / week • 8:30am–5:30pm • Full time/ Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Surveyor	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Inspect empty container such as Reefer, Open-top and flatrack. Ensure all inbound containers are properly inspect in accordance to IICL and criteria set by Shipping Line. Identify appropriate repair and cleaning methods after thorough inspection. Prepare Repair/Cleaning estimate on Estimate Damage Sheet. Document check such as Delivery Order, EIR, Acceptance letter etc. Forward 'estimate and damage sheet' to the coordination department for further processing. Segregate the container by shipping lines and/or the type of repair/cleaning required and instruct the forklift drivers to load/offload containers to the designated locations. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Organized and able to follow instructions closely. Able to work well with others in a team and individually. 	<ul style="list-style-type: none"> 5.5 days / week 8am–5pm (Mon to Fri) 8am-12pm(Alt sat) Full time/ Permanent
Depot Clerk	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Handle daily depot operations activities. Maintain, update, and ensure accuracy of daily movement report. Raise estimates of repair of containers for clients. Attend & respond promptly to customers' orders & inquiries. Other ad-hoc duties as assigned by superior. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to work independently. Meticulous and have a keen eye for detail with an inquiring mind. 	<ul style="list-style-type: none"> 5.5 days / week 8am–5pm (Mon to Fri) 8am-12pm(sat) Full time/ Permanent
Senior Web Developer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Develop, automate and maintain web applications and services to support business and operational goals while adhering to performance and quality code best practices. Work with CTO on product goals. Lead team members to identify requirements, define scope and ensure goals are met. Collaborate with UI/UX to ensure consistency in design. Document and ensure product and project information is documented. Stay updated on emerging web development trends and technologies. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> At least 5 years hands-on frontend and backend development experience in PHP, JavaScript, HTML, CSS, related frameworks, databases and code versioning tools (e.g. Git, SVN), server experience (e.g. Apache, nginx). Understanding of Cloud services (e.g. AWS, Azure, DigitalOcean). Able to lead team members work collaboratively and users. Interest in software development, automation, artificial intelligence and relevant research to solve difficult business problems, able to debug and resolve issues independently. 	<ul style="list-style-type: none"> 5 days / week 8am–5pm (Mon to Fri) Full time/ Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Web Developer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Develop, automate and maintain web applications and services to support business and operational goals while adhering to performance and quality code best practices. Work with team lead and members to identify requirements, define scope, ensure deadlines and goals are met. Collaborate with UI/UX team members to ensure consistency in design. Document product and project information. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> At least 2 years hands-on frontend and backend development experience in PHP, JavaScript, HTML, CSS, related frameworks, databases and code versioning tools (e.g. Git, SVN), server experience (e.g. Apache, nginx). Fundamental understanding of software development lifecycles and appreciation of UI/UX practices. Understanding of Cloud services (e.g. AWS, Azure, DigitalOcean). Able to work collaboratively with team members and users. Interest in software development, automation, artificial intelligence and performing relevant research to solve difficult business problems, able to debug and resolve issues independently. 	<ul style="list-style-type: none"> 5 days / week 8am–5pm (Mon to Fri) Full time/ Permanent
Heavy Forklift Operator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Place empty and laden containers at the appropriate locations and in a safe position. Place containers at locations assigned by the operations that makes workflow smooth, retrieve easy and release efficient. Allocate appropriate space for container storage that makes retrieve easy and release efficient. Assist to shift containers within the depot when required. Carry out daily checks on forklift. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possess a heavy forklift driver license is required. Experience with forklift used for handling containers required. Minimum 2 years of related working experience. Physically fit and healthy. 	<ul style="list-style-type: none"> 5.5 days / week 8am–5pm (Mon to Fri) 8am-12pm(sat) Full time/ Permanent
Sales Executive, Lubricants	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Be knowledgeable about the product. Identify prospective customers, lead generation and conversion. Contact new and existing customers to discuss needs. Emphasize the features of products to highlight how they solve customer problems. Answer questions about the products. Negotiate prices and terms and prepare sales agreements. Collaborate with colleagues in many different sectors. Maintain contact lists and follow up with customers to continue relationships. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Relevant experience in automotive workshop industry and automotive products sales is an advantage. Customer service skills to listen to the concerns of a customer and be able to address their needs. Interpersonal skills to work with a wide variety of people each day, build relationships and network. 	<ul style="list-style-type: none"> 5 days / week 8am–5pm (Mon to Fri) Full time/ Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">• Confidence and strong self-assuredness to succeed in cold-calling customers and making a sale.• Physical endurance, as Sales Executive may need to spend a lot of time traveling between locations and carry heavy products.• Must own a vehicle.	

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#2 Big-Foot Logistic Pte Ltd

We continually strive for service excellence through our people, our well designed processes and our professionalism in delivering solutions.

PEOPLE are our most important assets and key to our success. Continuous upgrading and refreshing their skills and competencies is part of our total commitment to further add value and create new dimensions to our services to customers.

PROCESS consistency is a hallmark of quality. Subjecting our process to regular view for continual improvement is our quality objective.

PROFESSIONALISM is our service principle to secure lasting win-win partnerships with our customers. Delivery of value for money knowledge-based solutions is our commitment.

We are creating key resources centres with a view to generate synergies from the various expertises so as to arrive at creative solutions for all our partners.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Prime Mover Driver	<p>Job Description:</p> <ul style="list-style-type: none"> To operate Prime Movers to transport containers from Wharf to Yard (Vice-versa) in PSA Container terminal. <p>Job Requirement:</p> <ul style="list-style-type: none"> With relevant working experience. Minimum Class 3 is a MUST. Minimum PSLE or SECONDARY education. Only Singaporeans and SPR may apply. 	<ul style="list-style-type: none"> 5 days / week 12 hours rotating shift Full time/ Permanent Location: 628972
Wharfside Lashing Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> Prior to the commencement of operations, all personal protective equipment (PPE) i.e. uniforms, safety helmet, body harness, safety shoes, life jacket and any other necessary safety gears must be worn. Prepare in advance the necessary equipment e.g., Twist locks, lashing gears etc. necessary for the container lashing/unlashing operations. While using such equipment, work in a safe and efficient manner, adhering to standard operating procedures and complying to safety rules and regulations in the operational areas. Assist in berthing/unberthing operations. Assist in water bunkering operations. Fixing/removing twist locks on/from containers. Flapping/unflapping of containers. Plugging/unplugging reefer containers. Fixing/unfixing of spreader, over height and un-containerized cargo gears. All exceptions and unusual occurrences must be reported promptly to the team leader, STA or duty Supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> With relevant working experience. Minimum Class 3 is a MUST. Minimum PSLE or SECONDARY education. Only Singaporeans and SPR may apply. 	<ul style="list-style-type: none"> 5 days / week 12 hours rotating shift Full time/ Permanent Location: 628972
Class 4 Lorry Driver	<p>Job Description:</p> <ul style="list-style-type: none"> Uniforms, safety helmet, body harness, safety shoes, life jacket and any other necessary. <p>Job Requirement:</p> <ul style="list-style-type: none"> With relevant working experience. Minimum Class 3 is a MUST. Minimum PSLE or SECONDARY education. Only Singaporeans and SPR may apply. 	<ul style="list-style-type: none"> 6 days / week 44 hours Full time/ Permanent Location: 628972

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Class 3 Lorry Driver	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • safety gears must be worn. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • With relevant working experience. • Minimum Class 3 is a MUST. • Minimum PSLE or SECONDARY education. • Only Singaporeans and SPR may apply. 	<ul style="list-style-type: none"> • 5 days / week • 44 hours • Full time/ Permanent • Location: 628972
Human Resource Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist the HR Manager to oversee HR Department & manage the full spectrum of HR functions. • Assist in payroll-related matters. • Manage and handle employee records in HRMS System. • Responsible for work pass administration such as work pass applications, renewal, cancellation, and issuance. • Perform daily HR duties from on-boarding to off-boarding. • Coordinate with all departments on hiring plans, resignations, confirmation, and all HR-related matters. • Manage E-leave & E-attendance via HRMS System, including leave type entry, entitlement, application, certificate collection & approval, and daily employee attendance. • Administer training-related matters including coordination or enrolment of internal & external courses, update & maintain training records, etc. • Ensure timely & accurate submissions in all government and related claims, e.g. CPF, Childcare Leave, Maternity/Paternity Leave, NS makeup claims, income tax (IR8A & IR21) matters, etc. • Prepare weekly/monthly reports in a timely and accurate manner. • Provide advice and handle all employee inquiries on HR-related matters. • Undertake any ad-hoc projects assigned by the superior/management team from time to time. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess a Diploma or Degree in Human Resources or Administrative / Business Studies. • Minimum of 3 years of relevant working experience. • Work experience in worker management will be an added advantage. • At least 2-3 years of payroll-related experience. • Familiar with MOM regulations and HR practices • Good communication, writing, and interpersonal skills. • Proficient in Microsoft Office Applications. • A team player with a strong sense of responsibility & self-motivation to get tasks done independently. • Able to start immediately or within short notice. 	<ul style="list-style-type: none"> • 5 days / week • 44 hours • Full time/ Permanent • Location: 628972
Recruitment Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Assist in Recruitment headcount headhunts. • Perform full spectrum of recruitment activities, source for applicants by placing job advertisements, use newsgroups and job sites and interview applicants, analyse responses, verifying references, and compare qualifications to job requirements. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess a Diploma or Degree in Human Resources or Administrative / Business Studies. 	<ul style="list-style-type: none"> • 5 days / week • 44 hours • Full time/ Permanent • Location: 628972

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum of 3 years of relevant working experience. • Work experience in worker management will be an added advantage. • At least 2-3 years of payroll-related experience • Familiar with MOM regulations and HR practices • Good communication, writing, and interpersonal skills • Proficient in Microsoft Office Applications • A team player with a strong sense of responsibility & self-motivation to get tasks done independently. • Able to start immediately or within a short notice. 	
Logistic Coordinator	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Responding and following up with customers/clients for incoming delivery jobs enquiries/requests and arrange with transportation team accordingly. • Engage in regular communication with clients/customers via WhatsApp, phone calls and emails. • To escalate issues to customers when drivers face issues during delivery - vice versa, to ensure smooth flow of goods delivery from point A to point B. • Ensure timely schedules for client orders and follow up with both the transportation team and drivers to meet delivery deadlines. • To monitor, update and maintain accurate and consistent records on BFNet. • Prepare billing documentation for both HQ Transport (daily, weekly and monthly billings) and Haulage departments. • To send out DO for customers' endorsements via emails and liaise with Finance on a daily basis. • To prepare daily delivery schedule using TMS (Tiramizoo) - project basis. • Responding to RFQ (Request for Quote) via emails/phone calls, to raise sales quotations on CRM and send out to respective clients. • Assist with day-to-day operations by doing tasks such as documents filing, scanning and photocopies, answering phone calls, preparing documents for incoming deliveries (Delivery Order/Delivery Invoice) and managing the Google calendar. • Other ad-hoc admin duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Other Statement of Attainment, modular certificate or equivalent n.e.c. 	<ul style="list-style-type: none"> • 5 days / week • 44 hours • Full time/ Permanent • Location: 628972

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#3 Call Lade

Incorporated in 1992, Call Lade Enterprises is an established labour-contracting service provider to PSA Singapore with about 600 employees. We help to ensure the smooth flow of the millions of containers of goods that pass through one of the busiest ports in the world yearly. We are proud of where we are today and excited about where we are heading.

It is an exciting time to join the Call Lade Family, as we are looking for driven and energetic personnel who want to make a difference and bring the company to greater heights.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Container Lashing Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> As a Lashing Specialist, your primary responsibility will be to secure and unsecure containers on cargo ships to ensure the safe transportation of goods to their destination. You will play a crucial role in preventing damage and ensuring the integrity of the cargo during transit. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidates with no experience are welcomed. Bonus points for candidates who can work at height. Good physical health to handle shift schedules and working outdoors. Day Shift: 9.30am - 9.30pm (meal break included) Night Shift: 9.30pm - 9.30am (meal break included) Candidates who can rotate between day & night shifts will be considered first. Flexible rostering can be arranged (subject to operational needs). 	<ul style="list-style-type: none"> 5 days / week 0930hrs to 2130hrs (am shift) 2130hrs to 0930hrs (pm shift) Full time/ Permanent Location: 117606
Prime Mover Driver	<p>Job Description</p> <ul style="list-style-type: none"> Drive prime mover trucks to transport shipping containers from container ships to designated locations within the PSA Pasir Panjang terminal <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidates with no experience are welcomed! Bonus points for candidates who possess a Singapore Class 3/4 driving licence (We offer sponsorship for Class 3 driving licences.) Safety-conscious and have a good driving record without significant violations or accidents. Good physical health to handle shift schedules and working outdoors. Day Shift: 7.30am - 7.30pm (meal break included) Night Shift: 7.30pm - 7.30am (meal break included) Candidates may choose any preferred shift (Day/Night/Rotating). Flexible rostering can be arranged (subject to operational needs). 	<ul style="list-style-type: none"> 5 days / week 0730hrs to 1930hrs (am shift) 1930hrs to 0730hrs (pm shift)) Full time/ Permanent Location: 117606
IGH Driver	<p>Job Description</p> <ul style="list-style-type: none"> Transport shipping containers from one port to another (i.e. Keppel Terminal, Brani Terminal, Pasir Panjang Terminal and Tuas Terminal). Ensure that the IGH truck is clean and in serviceable operating conditions. Practice safe driving habits in compliance with PSA and public traffic rules. <p>Job Requirement:</p> <ul style="list-style-type: none"> Able to speak and write simple English. Possess a Singapore Class 4/5 driving licence. Familiar with Singapore's road network and traffic Preferably 1 year of experience driving Class 4 trailer-trucks. Good physical health to handle shift schedules and working outdoors. Ability to work Night Shift (7.30pm to 7.30am) is an advantage. 	<ul style="list-style-type: none"> 5 days / week 0730hrs to 1930hrs (am shift) 1930hrs to 0730hrs (pm shift)) Full time/ Permanent Location: 117606

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Reefer Technician	<p><u>Job Description</u></p> <ul style="list-style-type: none"> • Conduct plugging in and unplugging of electrical power cables on the reefer containers. • Check and record the temperature of reefer containers. • Report about exceptions of the reefer containers. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Able to rotate between Day Shift and Night Shift. • Able to operate Android tablets and VHF radio sets. • Possess a Singapore Class 3 driving licence and able to operate a manual-gear light vehicle. • Able to perform job independently. • Good physical health to handle shift schedules and working outdoors. 	<ul style="list-style-type: none"> • 5 days / week • 0730hrs to 1930hrs (am shift) 1930hrs to 0730hrs (pm shift)) • Full time/ Permanent • Location: 117606

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#4 GKE Group Of Companies

GKE is a leading integrated warehousing and logistics solutions provider offering one-stop, end-to-end multi-modal supply chain management solutions and services. The business activities of the Group are classified into two broad categories: (i) warehousing & logistics, and (ii) strategic investments.

The Group's facilities host one of the best material handling equipment, and the most up-to-date safety and security features. It leverages information technology to increase order visibility, maximise operational efficiency, minimise surplus inventory, and reduce overall supply chain costs for its custom.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Warehouse Assistant	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> 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. 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. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Possessing a valid Forklift driving license has an added advantage. Literate in basic computer skills has added advantage. <p>Benefits:</p> <ul style="list-style-type: none"> Daily Lunch Provided Company Transport Provided at designated MRT stations (Lakeside, Boon Lay & Woodlands) Medical and Dental benefits Attractive Bonus Scheme (AWS, Special Bonus etc.) 	<ul style="list-style-type: none"> 5.5 days / week 8.30am- 5.30pm (Mon to Fri) 8.30am to 12.30pm (Sat) Full time/ Permanent Location: 39 Benoi Road, Singapore 627725
Facilities Cleaner	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Handles day to day cleaning work. Ensure that landscape area and Warehouse are well maintained. Maintenance of landscaping/ Cleaning equipment. Notify management of occurring deficiencies or needs for repair. Make adjustments and minor repairs such as patch up, re-painting, etc. Carry out any other duties related to primary duties. Able to work independently. Follow all health and safety regulations. Other ad-hoc duties as assigned by Supervisor. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Able to work on a full-time basis. Willing to learn new landscaping equipment. WSQ certificate in landscape operations (Prefer). <p>Benefits:</p> <ul style="list-style-type: none"> Daily Lunch Provided. Company Transport Provided at designated MRT stations (Lakeside, Boon Lay & Woodlands). Medical and Dental benefits. Attractive Bonus Scheme (AWS, Special Bonus etc.). 	<ul style="list-style-type: none"> 5 days / week 8.30am- 5.30pm (Mon to Fri) Full time/ Permanent Location: 39 Benoi Road, Singapore 627725

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Prime Mover Driver Class 4/5 (IGH Project)	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Driving prime mover in PSA premises. Perform Shift work (Day/Night) with scheduled off/rest day. Ensure the vehicle is in a condition for safe operation by performing a daily checklist before the start of each. Following the relevant rules of PSA. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Class 4/5 driving license. <p>Benefits:</p> <ul style="list-style-type: none"> Annual leave & medical benefits. Attractive salary package (ie: Performance bonus, Variable Allowance). Attractive Retention Bonus Scheme *Term And Conditions Apply. 	<ul style="list-style-type: none"> 12 hours shift 7am to 7pm(day) 7pm to 7am(night) Full time/ Permanent Location: 39 Benoi Road, Singapore 627725
Accounts Executive/Senior Accounts Officer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Maintain full set of accounts. Responsible for accounts receivable and accounts payable. Prepare monthly bank and AP reconciliations. Assist in the preparation of quarterly GST declarations. Any other Ad hoc daily accounting functions. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Diploma/Degree in Accounting, ACCA or equivalent. At least 1 year of experience in maintaining full set of accounts or partial set of accounts. Good communication and interpersonal skills with ability to interact well with internal departments and external customers. Versatile & detailed, self-motivated. Proficient in Microsoft Office applications. <p>Benefits:</p> <ul style="list-style-type: none"> Daily Lunch Provided. Company Transport Provided at designated MRT stations (Lakeside, Boon Lay & Woodlands). Medical and Dental benefits. Attractive Bonus Scheme (AWS, Special Bonus etc.). 	<ul style="list-style-type: none"> 5 days / week 8.30am- 5.30pm (Mon to Fri) Full time/ Permanent Location: 39 Benoi Road, Singapore 627725
Logistics/Customer Service Officer/Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> To carry out and execute all daily jobs received from customers and ensure that all information is relayed down to the respective Operations Teams at the end of the day. To perform billing and ensure the accuracy of the invoices raised. To perform data entry into the respective systems in an accurate and timely manner. To attend to customers' requests or calls in a timely and professional manner. To perform filing when the job is completed. To ensure that all complaints/feedback received from customers are escalated to the Customer Service Lead, as well as any other matters which need to be known by the Customer Service Lead. To provide the necessary training and guidance to his/her assigned buddy. To do up any reports as and when assigned to by the Customer. To assist in extracting information as and when required. To verify contractor's invoices as and when required. To co-ordinate with external parties/approved contractors and ensure jobs are carried out per instructions. 	<ul style="list-style-type: none"> 5 days / week 8.30am- 5.30pm Full time/ Permanent Location: 39 Benoi Road, Singapore 627725

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Acquire a thorough understanding of key customer needs and requirements. • Develop SOPs for major clients and ensure necessary training materials being disseminated to relevant parties. • To assist in sending out quotations if assigned by Account Manager or Customer Service Manager and escalate to Account Manager or Customer Service Manager when in doubt. • To assist the Lead for any tasks assigned to from time to time. • Key Competencies (Logistics Service). • Well verse in handling and managing transportation, coordination with operations team, License/Bonded/DG Warehouse Inventory, and activities. • Able to co-ordinate well with Singapore Customs on any related matters. • Meticulous and experience in different types of permit declaration – License/Bonded/DG clearance. <p>Job Requirement:</p> <ul style="list-style-type: none"> • GCE 'O' Level and above or relevant education qualifications. • No working experience are welcome to apply, and training will be provided. • Possess knowledge of procedures and relevant systems to carry out daily jobs with ease. • Possess good communication skills to ensure that customers and internal stakeholders. • Attentive and detail orientated. • Able to work under stress and pressure. • Good teamwork and problem-solving skills. <p>Benefits:</p> <ul style="list-style-type: none"> • Daily Lunch Provided. • Company Transport Provided at designated MRT stations (Lakeside, Boon Lay & Woodlands). • Medical and Dental benefits. • Attractive Bonus Scheme (AWS, Special Bonus etc.). 	
Accountant	<p>Job Description:</p> <ul style="list-style-type: none"> • In charge of preparation of monthly Management Reports and provide variance analysis to management. • Responsible for the accounts. • Assist in costing and pricing and inventory accounting and inventory management functions. • Able to work as a team to resolve issues. • Liaison with auditors on annual audit matters. • Liaison with tax authorities, bankers, and other professionals. • Assist in new ERP system implementation and projects. • Assist in the preparation of the budget and forecast. • Assist to identify and implement company/departmental cost savings and efficiencies. • Other ad-hoc assignment. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree holder or equivalent in Accountancy. • Minimum 4 years' work experience in similar capacity. • Have a good understanding of ERP software. • Some supervisory experience. • Willing to work in the Western area of Singapore. 	<ul style="list-style-type: none"> • 5 days / week • 8.30am- 5.30pm • Full time/ Permanent • Location: 3 Tuas Ave 11 Singapore 639069

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Possess a good working attitude, analytical skills and strong sense of responsibility. • Meticulous and able to work independently under pressure. • Ability to start work on short notice. 	
Quality Control Chemist	<p>Job Description:</p> <ul style="list-style-type: none"> • Handle all goods' receiving/discrepancies/quality or quantity issue. • Handle all incoming packagings' receiving/discrepancies/ quality or quantity issues. • Manage all matters related to Stuffing and unstuffing containers. • Assist Production Controller to issue Batch card and MTF. • Assist Production Controller to check FG status/stencil/labelling. • Assist QC team to maintain SDS folder, keep raw material and Finished goods SDS updated. • Assist QC team on product or sample monitoring, update monitoring report. • Assist QC team on new lab blend request, sample retrieval request. • Assist QC team on lab retain sample management and record. • Manage trading goods arrangement to ensure all ready for customer collection or ready for loading. • Bi-weekly stock count, update stock report to Production Controller. • All workers have PPE safety check especially weekend work day. • Supervise and manage production blending processes. • Pre-arrangement of packaging for production. • Manage production raw material checking before production start. • Manage raw material return status before store at warehouse. • Handle production QC testing, issue COA. • Attended to production workers' queries. • Documentation works such as labels checking, documents compiling and filing. • QC check on insect repellent spray filled bottles and boxes. • Regular check on factory and production surrounding to ensure no chemical spillage. • Regular check on production equipment and facilities to ensure work in good condition. • Ad-hoc work assigned by supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in related field such as Chemical Engineering. • Minimum 2 years of experience in laboratory testing is an added advantage. • Monday to Friday 8.00am to 5.30pm & Saturday (Rotating Basis). 	<ul style="list-style-type: none"> • 5.5 days / week • 8.30am- 5.30pm (Mon to Fri) 8.30am to 12.30pm (Sat – rotating basis) • Full time/ Permanent • Location: 3 Tuas Ave 11 Singapore 639069
Sales Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Pursue new customer accounts for the company and offer all the company's offerings. • Responsible for managing accounts throughout the pre and post-sales process, including addressing sales inquiries, generating and presenting quotations, coordination with operations and productions on getting the goods ready and delivery. • Developing and implementing effective sales strategies and product penetration plans to achieve sales and business objectives in terms of revenue, margin, and market share. • In close consultation with the Director, to get ready all tender documents, pricing and to submit the tender in a timely manner. 	<ul style="list-style-type: none"> • 5 days / week • 8.30am- 5.30pm • Full time/ Permanent • Location: 3 Tuas Ave 11 Singapore 639069

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensuring exceptional customer service and guaranteeing customer satisfaction to foster long term relationships with key, current, and prospective customers. • Engaging in communication with suppliers to ensure timely product delivery and stay updated on product developments. • Conducting supplier sourcing activities, qualify if their products meet the requirements and upon purchasing from supplier, to follow up with the logistic. • To generate sales report and sales activities on a weekly basis • All necessary documentation to ensure it complies to ISO 9001, ISO 14001, Biz safe and other safety requirements. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma or Degree in Business or Marketing or Chemical Engineering • Excellent communication, interpersonal, and organizational skills • Min 2 years' experience in Chemical sales. 	

#5 GLOBAL ALLIANCE LOGISTICS PTE LTD

OUR COMPANY WAS ESTABLISHED SINCE YEAR 2013 AND WE ARE MEMBERS OF SINGAPORE BUSINESS FEDERATION, SINGAPORE MANUFACTURING FEDERATION AND SINGAPORE LOGISTICS ASSOCIATION. OUR MAIN CORE IN BUSINESS IS A FREIGHT FORWARDER COMPANY THAT HELP CUSTOMERS TO MANAGE THEIR SHIPMENTS FOR BOTH IMPORT/EXPORT SHIPMENTS VIA AIR/SEA. WE HANDLE PROJECT CARGOES, BREAKBULK, OVER WIDTH OVER HEIGHT SHIPMENTS. ADDITIONALLY ALSO MANAGE CROSS-BORDER/CROSS TRADE SHIPMENTS WORLDWIDE. GLOBAL ALLIANCE WORKS TOWARDS OUR COMPANY SLOGAN, REDEFINING LOGISTIC SOLUTIONS OF TOMORROW.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sales	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Telemarketing • Cold Calls <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Able to develop more potential customers. • Able to secure appointments for visitation. • Must have knowledge of shipment flow. • Able to convince customers using our services. • Exposes good communication skills. 	<ul style="list-style-type: none"> • 5 days / week 44 hours • Full time/ Permanent • Location: 347790

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#6 OSG CONTAINERS AND MODULAR PTE. LTD

With over 50 years of experience, Sin chew Woodpaq has grown from strength to strength into a one - stop and leading logistics provider in Singapore with key competencies in customized wooden crating, design and engineering, sensitive and heavy machinery moving and packing, heavy lifting, jacking and skidding, transportation, warehousing and material treatment. We have worked with companies across a wide range of industries, including aerospace, marine and offshore, semiconductor, medical and pharmaceutical, manufacturing and infrastructure. Upholding values of professionalism, excellence, and safety, we invite you to be part of our journey at the job fair.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Conduct Market Research to identify potential clients and market trends. • Analyze competitors to understand their strengths and weaknesses. • Stay updated on industry trends, news, and developments. • Conduct market research to identify trends, competitive analysis, and potential areas for growth. • Attend industry events, conferences, and networking opportunities to expand the company's presence and foster new connections with prospective clients. • Generate and qualify leads through various channels, including cold calling, email outreach, and networking. • Build a robust pipeline of prospective clients. • Engage with potential partners to explore business collaborations and joint ventures. • Establish and maintain strong, long-term client relationships, and ensure client satisfaction. • Act as a trusted advisor, understanding client needs and offering solutions. • Prepare and deliver persuasive sales presentations to clients. • Tailor presentations to address the specific needs and pain points of potential clients. • Negotiate terms and agreements with clients. • Develop, negotiate, and finalize business proposals and contracts, aligning with both organizational and client requirements. • Close deals and secure contracts. • Negotiate and close business deals, ensuring mutually beneficial terms for both the client and the company. • Negotiating with clients to secure the most attractive prices. • Develop and implement strategic sales plans to meet and exceed sales targets. • Collaborate with the sales team to achieve common goals. • Work closely with other departments, such as Operations, to align business development activities with organization goals. • Collaborate with the marketing team to create compelling sales materials, presentations, and proposals. • Maintain accurate records of sales activities and client interactions. • Provide regular updates and reports on sales activities, pipeline, and performance to the management team. • Gather feedback from clients to improve our products/ services and sales processes. • Stay updated on industry best practices and share insights with the team. • Any ad-hoc duties assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • A Level, Diploma/ Degree in Business, Marketing, or a related field. 	<ul style="list-style-type: none"> • 5 days / week • 8am – 5:30pm • Full time/ Permanent • Location: 639028

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 1 years' relevant experience in a related field or in a similar role. • Possesses and experience in logistics, events, constructions & Mice. • Self-driven, adaptive, and Excellent interpersonal, written, and verbal communication skills. • Proficiency in using CRM software and sales tools. • Excellent negotiation and closing skills. • Self-motivated and results-oriented, ability to work independently and as part of a team. • Capable of multitasking in a fast-paced work environment. • Possess a class 3 license and own vehicle (if possible). • Dedication to providing great customer service. 	
Procurement & Logistics Executive	<p>Job Description:</p> <ul style="list-style-type: none"> • Ensure the factory's operation is running smoothly and log down any issues and troubleshoot whenever possible. • Source and negotiate for the most favorable costs with supplier. • Assist in arranging transport and prepare delivery and collection orders. • Ensure supplies and finished goods are delivered timely and in good condition. • Manage the movement and storage of finished products and containers and are delivered on time and in order. • Plan effective movement and storage plan of manpower, machinery and material and always maintain organization. • Account for inventory and assist in good warehousing practice. • Recommends substitution where a saving in cost or improved delivery will result. • Solicits and analyses quotations for stock and non-stock items. • Selects the most competitive source and negotiates for the best deal. • Build rapport and long-term relationship with vendor. • Ensure the operability and functionality of machinery, tools, and equipment at all times. • Be on standby for emergency contact for factory and manpower issues. • Conduct briefing on premise safety, proper use of machinery. • Coordinate with other departments on managing contractors, suppliers, vendors on site. • Recommends substitution where a saving in cost or improved delivery will result. • Help ensure finished products are constructed according to specification and delivered on time and in order. • Be up to date with production, manpower planning and delivery schedule at all times. • Ensure premises are well-maintained and operations are safe and optimal. • Ensure supplies and finished goods are delivered timely and in good condition. • Assist in issuance of materials & kit and return of damaged goods, if any. • Perform checklist and record-keeping, stock movement control of all materials, tools & kits. • Be responsible for data entry, documentation, prepare printed materials and report compilation. • Update and maintain all relevant records in an organized manner. • Any ad-hoc duties assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Responsible, team-player and organized. 	<ul style="list-style-type: none"> • 5 days / week • 8am – 5:30pm • Full time/ Permanent • Location: 639028

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">• A team player with a sense of task ownership.• Able to work in a fast-paced environment.• Shows great attention to detail.• Have a good command of reading, writing and typing.• At least 1 year's working experience.	

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#7 Sin Chew Woodpaq Pte Ltd

With over 50 years of experience, Sin chew Woodpaq has grown from strength to strength into a one - stop and leading logistics provider in Singapore with key competencies in customized wooden crating, design and engineering, sensitive and heavy machinery moving and packing, heavy lifting, jacking and skidding, transportation, warehousing and material treatment. We have worked with companies across a wide range of industries, including aerospace, marine and offshore, semiconductor, medical and pharmaceutical, manufacturing and infrastructure. Upholding values of professionalism, excellence, and safety, we invite you to be part of our journey at the job fair.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Executive	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage full sets of accounts includes performing daily accounting & finance duties such as receivables and payables processes, general ledger, tax and bank reconciliation, etc. • Ensure integrity of GL & timely closing of accounts. • Prepare monthly closing journal adjustment. • Review monthly vendor invoices to ensure completeness. • Review and check on the supplier's costing. • Ensures that accounts receivable and billing policies and procedures are properly implemented. • Raises for Interco Billing and Credit Notes when required. Assist in billing process, if needed. • Ensure all the import purchase with sufficient supporting document. • Consolidated the monthly report & check for Petty Cash, Fixed assets, and other claims. • Prepare reconciliation for Ewallet-Alipay, Interco Balance, Aging, GST & Bank accounts. • Involve in continuous improvements efforts. • Coordinate and liaise with external parties like external auditors, tax agents and government authorities where required. • Involve in automation and other related digitalization projects. • Tax Compliance: • Ensure compliance with tax regulations and assist in the preparation of tax returns. • Stay informed about changes in tax laws and regulations. • Audit Support: • Collaborate with external auditors during the audit process. • Address audit findings and implement recommendations. • Other ad hoc duties as assigned. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Min Diploma in Accounting & Finance or equivalent. • At least 3 years of experience in accounting & finance. • Strong understanding of accounting principles. • Ability to work in a dynamic environment. • Ability to work independently with a high degree of accuracy and efficiency. • Only Singaporean. 	<ul style="list-style-type: none"> • 5 days / week • 8am -5pm • Full time/ Permanent • Location: 637066
Operations Controller	<p>Job Description:</p> <ul style="list-style-type: none"> • Work closely with customer service department on job arrangement. • Plan and set priorities for daily activities efficiently, including: • Daily operation staff and fleet (heavy vehicles) deployments • Oversee the submission of name list and other documents for pre-job clearance. • Arrange and co-ordinate with trailer & crane subcontractor, if necessary 	<ul style="list-style-type: none"> • 5.5days / week • 8am -5pm (Mon to Fri) • 8am –12:30pm (Sat) • Full time/ Permanent • Location:

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure that all job requirements are properly arranged and clearly disseminated to the relevant stakeholders. • Monitor daily jobs completion, ensure that all jobs are completed on time and up to service standards. • Monitor drivers' movement through GPS Tracking System. • Ensure all job documentation including DO and job related safety documents are prepared properly. • Coordinate with warehouse for all incoming and outgoing cargo. • Arrange drivers for purchasing/collecting of materials/equipment. • Work closely with other controller for efficient coordination of jobs arrangement. • Arrange manpower for any safety findings rectification. • Work with Human Resource on training scheduling and overtime matters for operations staff. • Any other ad-hoc duties assigned by superior. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Min Diploma in Logistic/Transportation or equivalent. • At least 3 years of relevant experience in logistics operation and fleet control preferred, but not a must. • Familiar with Singapore roads to assign jobs for drivers. • Is proficient in English and able to speak Mandarin as this position require to liaise and work closely with Mandarin speaking colleagues and clients. • Able to work independently with minimum supervision as well as a team player. • Only Singaporean. 	<ul style="list-style-type: none"> • 637066
Class 4/5 Drivers	<p>Job Description:</p> <ul style="list-style-type: none"> • Timely delivery of cargo to/fro various locations. • Correctly load cargo at various locations, adhering to the policies and procedures of each loading location. • Correctly and safety securing cargo before moving vehicle. • Safe handling of trailer for mounting and offloading of containers • Conduct daily inspections of the vehicle at the end of the day and report any problems or damage to the company immediately. • Perform pre/post trip vehicle inspection in accordance with company's safety procedures. • Maintain assigned vehicle in good working condition and cleanliness of vehicle. • Comply with all road safety rules and regulations and safe work practices, procedures, and policies at all times. • Ensure proper documentation of all delivery and collection orders. • Any other roles and responsibilities as assigned by Management. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Must possess a valid Singapore Class 4 driving license. • At least 3 years of driving experience in Class 4 vehicle. • Good driving records required. • Responsible, with good work attitude. • High safety awareness. 	<ul style="list-style-type: none"> • 5.5 days / week • 8am- 5pm (Mon to Fri) • 8am to 12.30pm (Sat) • Full time/ Permanent • Location: Singapore 737860/ 637066

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Associate	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Responsible for company's facilities, which includes environmental health and building facilities management aspects. Manage office food catering for breakfast, lunch, tea breaks as well as replenishing pantry items. Collaborate with relevant stakeholders for facilities inventory planning and forecasting. Plan and coordinate company events, such as meetings, team bonding activities and staff gatherings. Handle corporate food delivery subscription. Review and update existing Standard Operating Procedures (SOP) for facilities and groceries purchase and develop new SOPs as and when required. Assist in inventory maintenance and recording: IT assets (laptops, desktops SIM card, mobile phone). Provide administrative support to the team such as maintaining and organizing all administrative records and documents. Perform any other ad hoc duties as assigned. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> Proactive attitude with good problem-solving skills. Good written and verbal communication skills. Able to work independently and as a team. Mature, committed, and responsible self-starter. Singapore only. 	<ul style="list-style-type: none"> 5 days / week 8am -5pm Full time/ Permanent Location: 637066
Operations Packer cum Mover	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Operate simple tools and equipment to pack, wrap, assemble/dismantle, move wide range of cargoes on & off site. Moving of machines and wooden carting. Assist to keep track of inventory and cargo movements. Assist to load/unload items onto and off trucks. Work as a team to complete assigned jobs each day. Deliver professional packing and moving service while complying with safety requirements. Assist in ad-hoc and routine tasks. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> The candidate must be physically fit, as job requires physical handling of cargo. Willing to learn. Team player. 	<ul style="list-style-type: none"> 5.5 days / week 8am- 5pm (Mon to Fri) 8am to 12.30pm (Sat) Full time/ Permanent Location: Singapore 737860/ 637066
Quality and Process Engineer	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> Ensure all services and documentation are delivered to customer's specification. Ensure workflows and operation processes are in line with written procedures, and practical training. Ensure that goods, accessories and associated tools are packed in accordance to respective work instructions. Assist the Supervisors with the training on the aforesaid processes and monitor employees training status. Work with Packaging Engineer to improve/optimize current processes and implement new packing/crating processes and method of handling/moving machines. Propose quality improvement plans. Assist with the engineering and design of Crate/Shipping Container. Assist with the engineering and drawing of Lifting Equipment. 	<ul style="list-style-type: none"> 5 days / week 8am -5pm Full time/ Permanent Location: 737860

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Execute error prevention initiatives, or any plan to meet Customer’s quality expectation. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Proficient in MS Office, Shared Point, & Solidworks. • Proficient in Written and Verbal Communication skills. • Able to write in a clear, concise manner, and generate comprehensive reports. • Ability to adapt and multi-task. • Relevant work experience in logistics, semi-conductor or electronic industry is an advantage. • Experience in the creation and implementation of continuous improvement programs. • Experience with Structural Calculations and Analysis is an advantage. 	
<p>Sales Manager</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Develop and service new customer base Build and maintain long term business relationship with new customers. • Design and implement a sales plan that expands and develops company’s customer base and ensure its strong presence. • Work closely with operations and production department to deliver optimal solutions to the client’s interests. • Find creative/ innovative ways to address business and customer needs. • Conduct negotiations on delivery, payment, and other necessary conditions with the clients. • Involve in company’s marketing efforts. • Handle tough or complex customer issues by analysing said problem and suggest effective solutions in addressing customer complains/feedback. • Review and suggest improvements on sales policies and procedures for sales department and its subsequent implementation. • Assist to resolve sales operational problems and make recommendations on operational matters. • Bimonthly reporting of sales development, sales volume, and invoicing, gross margin and forecast figures. • Provide business development and strategic insight on market segments. • Analyse customer data to obtain results useful in making key business decisions. • Gather competitor intelligence and take appropriate market actions in consultation with management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Diploma or degree in any field. • Minimally 5 years of sales management experience in petrochemical industry. • Strong business sense. • Self-motivated, independent and able to work in dynamic environment. • Exceptional interpersonal, communication skills • Able to work independently and in a team. • Able to work with short notice. 	<ul style="list-style-type: none"> • 5 days / week • 8am -5pm • Full time/ Permanent • Location: • 637066

#8 YCH Group Pte Ltd

Singapore's largest home-grown supply chain solutions company and leading regional supply chain management partner to many of the world's leading brands across Asia Pacific.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Logistics Assistant (Forklift/Non-forklift)	<p>Job Description:</p> <ul style="list-style-type: none"> Be responsible to support day-to-day operations in warehouse by performing pick & pack, kitting, receiving & shipping operations according to internal and external customer requirements including returns. To ensure all inventory transactions are completed within the timeline and maintain stock accuracy. To perform any online tasks (i.e. loading of boxes, accessory insertion, bar-code scanning) required for final. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess at least Primary/ Secondary School/ O Level in any field. At least 1 year of working experience in logistics / 3PL / Supply Chain is required for this position. Candidates who possess forklift / driving license (class 3 and/or 4) will be an advantage. Candidate with minimum computer knowledge and operating scanning equipment. 	<ul style="list-style-type: none"> 5.5 days / week 8am – 5:30pm (Mon-Fri) 8am-12pm(Sat) Full time/ Permanent Location: 648166
Logistics Officer	<p>Job Description:</p> <ul style="list-style-type: none"> To prepare all shipping documents for import and export shipment. Be the contact point with internal and external stakeholder on shipments arrangement. To ensure all inventory transactions are completed within the timeline and maintain stock accuracy. Upkeep and file related documentation on time and accurately. (Eg. delivery orders, shipping documents and inventory records etc. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess at least O Level / Diploma in any field. At least 3 years of working experience in the logistic / 3PL / Supply Chain is required for this position. Proficient with computer functions, Microsoft Office, email, warehouse management system and operating scanning equipment. Meticulous, detail-oriented, organized, and able to prioritize tasks. 	<ul style="list-style-type: none"> 5.5 days / week 8am – 5:30pm (Mon-Fri) 8am-12pm(Alt Sat) Full time/ Permanent Location: 648166
Logistics Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Plan and coordinate with customer service teams to ensure timely operations (shipments clearance and delivery) execution. To fulfill customer request and immediate resolve if complaint raise. To ensure all inventory transactions are completed within the timeline and maintain stock accuracy. To ensure the security and accountability of materials and goods with inventory control. <p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess at least a Diploma and above in any field. At least 1 year of working experience in logistics / 3PL / Supply Chain is required for this position. Proficient in MS. Officer, computer knowledge and operating scanning equipment. Positive customer service skills with an ability to communicate eloquently and effectively. 	<ul style="list-style-type: none"> 5.5 days / week 8am – 5:30pm (Mon-Fri) 8am-12pm(Alt Sat) Full time/ Permanent Location: 648166