



## PR/095846 | Assistant Warehouse Manager

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1556762

**Industry**

Logistics, Storage

**Job Type**

Permanent Full-time

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

September 30th, 2025 08:01

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

None

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### ???? Assistant Warehouse Manager

Are you a go-getter who thrives on chasing leads and closing deals? A well-established logistics company with a strong regional footprint is on the lookout for a Sales Manager to drive new business growth in Singapore.

With over 35 years of operational excellence and part of a globally recognized logistics group, this company is known for its customer-first mindset, innovative delivery solutions, and commitment to quality. It serves a wide range of industries, offering end-to-end logistics services including freight forwarding, warehousing, and last-mile delivery.

???? **Location:** Singapore

???? **Industry:** Logistics & Supply Chain

???? **Employment Type:** Full-Time

#### Key Responsibilities

- Assist in managing daily warehouse operations including receiving, storage, picking, packing, and dispatch.

- Supervise and coordinate warehouse staff to ensure productivity and adherence to SOPs.
- Monitor inventory levels and ensure accurate stock records through regular cycle counts and audits.
- Support the implementation of warehouse management systems (WMS) and continuous process improvements.
- Ensure compliance with workplace safety and health (WSH) regulations and company policies.
- Liaise with internal departments and external partners to ensure timely and accurate order fulfillment.
- Prepare operational reports and assist in KPI tracking and performance reviews.
- Provide training and guidance to warehouse staff to enhance skills and performance.

### **Requirements**

- Diploma or Degree in Logistics, Supply Chain Management, or a related field.
- Minimum 3 years of experience in warehouse or logistics operations, with at least 1 year in a supervisory role.
- Strong leadership, organizational, and problem-solving skills.
- Familiarity with WMS and Microsoft Office applications.
- Good communication skills and ability to work in a fast-paced environment.
- Forklift license and knowledge of safety protocols are advantageous.

### **What We Offer**

- Competitive salary and performance incentives
- Opportunities for career advancement within a global logistics group
- A collaborative and supportive work environment
- Training and development programs

JAC Recruitment Pte. Ltd.  
EA Licence Number: 90C3026  
Personnel Registration Number: R22105188 Jasmine Lee

#LI-JACSG  
#countrysingapore

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### Company Description