



PR/096238 | Warehouse Operations Manager

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1564930

業種

物流・倉庫

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年11月11日 10:43

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Functional Responsibilities:

- Fulfilling customers' needs
- Responsible for the full operations of branch office, take leads to develop and make necessary succession planning including retaining of high performer.
- Manage staff performance and development, and maintaining a high standard of operational control / audit compliance.
- Increase customers' satisfaction among all team members, encourages and demonstrates service-based behaviours.
- Oversee the overall operational cost control measures within the warehouse.
- Prepare monthly operations reports (sales, productivity & etc) and budget reports.
- Ensure all daily collections of monies are tally with receipts; monthly collection of due payment are promptly collected from customers'.

- Attend to customers' complaints and claims and ensure all are resolve in a timely and adequate manner.
- Maintaining standards of health and safety, hygiene and security in the work environment.
- Continuous improvement on operational processes and updating of SOPs.
- Implementation and execution of projects from new clients.
- Producing regular reports and statistics on a daily, weekly and monthly basis
- Resolve operational issues on a daily basis.
- Responsible for tallying monthly inventory.
- Ensure the stock control systems is up to date and the inventories are accurately recorded within the system.
- Implementation of the 5S methodologies within the warehouse.
- Manage Yamato assets (Packing material, trolley, etc).
- Manage and allocate manpower in the warehouse
- Motivating staff and encouraging teamwork within the warehouse team
- To ensure productivity targets and other relevant KPIs are met or exceeded.
- Responsible for leading and overseeing staff safety at work.
- Supervise and evaluate staff performance
- To be the main PIC when liaising with customers, suppliers and relevant departments.
- Attend to enquiries via email and telephone from both the existing & new customers.
- To ensure the warehouse operation is executed within the boundaries of company SOPs.
- Manage contractors/suppliers quotation and negotiation on pricing matters in adherence to ISO requirements.

Job Specifications/Requirements:

- Degree or tertiary education in the field of Logistic or Supply Chain Management or in any related discipline.
- At least 3 to 5 years working experience in warehouse management.
- Preferably those who have held middle management positions and worked in FMCG warehouse setting.
- Possess the ability and leadership to manage the overall Warehouse Operation.
- Experience in improving warehouse operation namely: productivity, inventory, accuracy, etc
- Experience in the development of warehouse SOP
- Experience in operation management by piece unit
- Experience in both quality control and quality assurance methods pertain to warehousing.
- Able to analyse and interpret data.
- A team player, with high interpersonal and problem-solving skills.
- Strong customer service mind-set and enjoy the challenge of meeting and exceeding customers' expectations.
- Ability to multi-tasking and operate in a dynamic and changing environment
- Fluent in English and able to liaise with Japanese speaking clients (is an added advantage).
- Proficient in 5S methodologies.
- Proficient in Microsoft Office Tools.

- Proficient in WMS and Barcode Operations
- Good attendance and punctuality.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Kashmiethaa V Chandran

JAC Recruitment Pte Ltd

EA Personnel: R24122846

EA Personnel Name: KASHMIETHAA V CHANDRAN

#LI-JACSG

#countrysingapore

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会社説明