



EA RECRUITMENT

<https://jobcitylive.com/jobs/shipping-assistant-job-in-ea-recruitment-pte-ltd/>

Shipping Assistant

Job Location

Central Region, Singapore

Remote work from: SG

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

SGD 2100 - SGD 3200

Qualifications

High school diploma or equivalent.

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Shipping Assistant Job in EA Recruitment Pte Ltd Careers

EA Recruitment Pte Ltd is looking for a Shipping Assistant to join their team. If you are organized and enjoy working in a fast-paced environment, this might be the perfect role for you. As a Shipping Assistant, you will help with organizing shipments and keeping track of inventory. You will play an important role in making sure products reach the right places on time.

Responsibilities:

- Assist with processing shipments and orders.
- Check and verify shipping documents.
- Pack and label products for shipment.
- Coordinate with suppliers and customers for shipment details.
- Maintain accurate records of incoming and outgoing goods.
- Prepare shipment schedules and monitor delivery times.
- Organize inventory and ensure items are properly stored.
- Ensure products are shipped correctly and on time.
- Report any shipping issues to the supervisor.
- Communicate with delivery companies about any delays or issues.
- Ensure the shipping area is clean and organized.
- Support the team with other shipping-related tasks.
- Help with the preparation of customs documents if needed.
- Assist with loading and unloading shipments.
- Track shipments and update records as needed.

[yarpp template="list" limit=3]

Hiring organization

EA Recruitment Pte Ltd

Date posted

January 15, 2025

Valid through

28.02.2025

APPLY NOW

Skills:

- Good communication skills.
- Able to work well in a team.
- Strong organizational skills.
- Attention to detail.
- Ability to multitask.
- Time management skills.
- Ability to solve problems quickly.
- Basic computer skills.
- Knowledge of shipping procedures.
- Ability to use basic office equipment.

Qualifications:

- High school diploma or equivalent.
- Knowledge of shipping and logistics is a plus.
- Ability to lift and move heavy items.
- Experience with inventory systems is helpful.
- Comfortable working in a fast-paced environment.

Experience:

- No prior experience is required, but it is an advantage.
- Willing to learn new skills.
- Previous experience in shipping or logistics is a plus.

Location: Singapore

Salary: Competitive salary in SGD

Apply: Please click the link in the first comment for more details and to apply!

Important Links