



<https://jobcitylive.com/jobs/warehouse-admin-assistant-in-pba-group-limited/>

Warehouse & Admin Assistant

Job Location

Singapore
Remote work from: SG

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Base Salary

SGD 2000 - SGD 2800

Qualifications

High school diploma or equivalent.

Employment Type

Contractor

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Description

Warehouse & Admin Assistant Job in PBA Group Limited Careers

Are you looking for a job where you can help manage a warehouse and assist with administration? PBA Group Limited is hiring a Warehouse & Admin Assistant. This is a great opportunity to work in a supportive and friendly environment. If you are organized, responsible, and enjoy helping others, we would love to have you on our team!

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1. Assist with organizing the warehouse.
2. Keep track of stock and inventory.
3. Handle incoming and outgoing deliveries.
4. Support with the packing and labeling of items.
5. Maintain a clean and organized workspace.
6. Answer phone calls and emails related to warehouse and admin tasks.
7. Process orders and update records in the system.
8. Assist with the preparation of documents.
9. Ensure timely delivery of orders.
10. Help with administrative tasks like filing and data entry.

Hiring organization

PBA Group Limited

Date posted

January 16, 2025

Valid through

30.06.2025

APPLY NOW

11. Work closely with other departments to ensure smooth operations.
12. Help with basic bookkeeping duties.
13. Ensure safety rules and regulations are followed in the warehouse.
14. Prepare reports on stock levels and order status.
15. Other duties as assigned by the supervisor.

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Skills:

1. Good organizational skills.
2. Ability to handle multiple tasks at once.
3. Strong communication skills.
4. Attention to detail.
5. Ability to work well in a team.
6. Basic computer skills.
7. Good problem-solving skills.
8. Time management skills.
9. Positive attitude.
10. Ability to learn quickly.

Qualifications:

1. High school diploma or equivalent.
2. Basic knowledge of office software (e.g., Microsoft Office).
3. Knowledge of warehouse operations is a plus but not required.
4. Good English language skills.

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

1. Previous experience in a warehouse or admin role is preferred but not required.
2. Ability to work in a fast-paced environment.
3. Experience with inventory management is a plus.

If this sounds like a job for you, apply today and join the team at PBA Group Limited. We look forward to hearing from you!

Important Links