



材 ZAIRYO 料

Warehouse Assistant

Roles & Responsibilities

Join us and be a part of the founding team of Singapore's leading Japanese online grocer! \o/ We pride ourselves greatly in the quality of produce we bring and we value the integrity above all. We look forward to building a team with upright and enthusiastic people to bring fine produce to Singapore and the World~

This role requires a team player with the motivation to get the job done, even during challenging situations.

- Packing our daily orders to our customers, which includes B2b and B2C.
- Handling, checking, receiving, picking, packing and storing of all incoming stocks (this may be in a cold/chill room environment)
- Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality
- Preparing and labelling deliveries for the delivery team
- Signing off and replenishing stock

Requirements

- Physically Strong: Candidate will be required to carry and organise bulky items
- Physically fit to work in a cold room setting (minus 18 degrees)
- Meticulous and careful: Candidate must be able to identify the correct items and pack into the respective orders accurately.

High Initiative: Going the extra mile or going above and beyond your normal job responsibilities to make things happen.

- Good organizational skills: Candidate has to properly sort, pack and arrange the goods and ensure that the warehouse is neat and tidy at all times.
- Good inventory management skills: Candidate has to ensure that inventory is updated accurately.
- Good time management skills
- Have self-discipline
- Safety-conscious: Candidates is responsible for safe storage of goods within company's guidelines.
- Good team player as well as an independent worker
- Must be able to read and write basic English, and speak English. Able to read Japanese is a bonus!

Job Type: Full-time Salary: \$1,800.00 to \$2,000.00 /month

Please send your CV to thomas@zairyo.sg. Only shortlisted candidates will be contacted.