## We're looking for a

# Warehouse & Fulfilment Executive (Part-time Hourly Rate)

You find joy in organising. You're detailed and meticulous yet you have a sense of urgency. You think fast on your feet and like to take initiative. People might describe you as neat, pleasant to work with, laser-focused and self-driven.

# **Job Highlights**

- Competitive salary, annual bonus and employee discounts
- Career growth advancement
- Central working location at Kallang

## **Job Description**

- Pack orders as required for customer deliveries, including some light ironing and quality checks
- Assist in management of inventory
- Ensure that merchandise is safely stored, properly ticketed, packaged, logged, and easily located
- Help in transporting stocks to and from locations and maintain accurate inventory records
- Provide feedback to supervisor regarding inventory levels and damages
- · Assist to organise inventory and stock them on appropriate shelves
- Perform quality checks on orders and incoming receivables
- Other duties as assigned

### Job

# Requirements

- Able to commit at least 2 weekdays per week of 6 8hours each
- Fresh graduates are welcome, training will be provided
- Currently in Singapore
- Prior experience in warehousing, operations or e-commerce fulfilment is a plus
- · Able to communicate in English
- Good team player, pleasant personality, positive attitude to learning new skills

To apply, write to: cherkian@sojao.shop priscilla@sojao.shop

Only shortlisted candidates will be notified.

