

## CAREER OPPORTUNITY

Date Posted: 24 April 2009

### Job Position – Assistant Operations Executive

**HAVI Logistics (S) Pte Ltd**, a subsidiary of HAVI Group LP, is a highly established US MNC specializing in the manufacturing of fast food bakery products and providing supply chain management services for fast food chains in Singapore. A People Developer Certified company, we strongly believe in maximizing our employees' potential. Employees can look forward to a rewarding career with opportunities to grow with us. If you are a dynamic and positive individual, we invite you to explore the following position with us!

## Assistant Operations Executive

(Singapore)

### Responsibilities:

- Plan and schedule manpower
- Manage equipment maintenance & repair
- Monitor import and export shipment based on FIFO standard
- Maintain housekeeping of warehouse as well as materials handling equipments
- Manage team of rank and file staff
- Provide documentation and recording support
- Assist to follow up on operations matter
- Supervise/conduct operations training

### Requirements:

- Minimum Diploma in Logistics Management (SIPMM qualifications would be added advantage)
- Minimum 2 years in the Logistics/ Shipping/ Warehouse field
- Experience in managing rank and file staff is preferred
- Ability to perform shift duties
- Ability to work on Public Holidays and weekends

Interested applicants are invited to send detailed resume via email: [hr\\_recruit@hfs.com.sg](mailto:hr_recruit@hfs.com.sg)