



Asia Logistics Services
Asia Logistics Cargo Warehouse

Careers Opportunities

Send resume with expected salary and recent photo to:
Please attention to HR Dept
Mailing Address: EC3 Group Of Companies
50 Kallang Pudding Road #05-02B, Goldenwheel Industrial Building,
Singapore (349326)
Tel Number: 6255 2107 Fax number: 6255 2108

Accounts & Admin Executive

REQUITMENTS

- Min 'O' Level/SPM/Diploma in Accounts
- 1-2 years experience
- Hand-on person
- Good communication skills
- Can Handle full set of accounts
- Consolidate group accounts, prepare financial and accounting reports
- Manage day-to-day accounting and admin functions
- Knowledge of MYOB system is an advantage

Accounts & Admin Assistant Manager

REQUITMENTS

- Min. Diploma/Degree in Accounts
- 1-2 years experience
- Hand-on person
- Good communication skills
- Can Handle full set of accounts
- Consolidate group accounts, prepare financial and accounting reports
- Knowledge of MYOB system is an advantage

Truck Driver (Class 3 / 4)

RESPONSIBILITES

- Collect and deliver cargoes
- Ensure all cargoes loaded tally exactly with the given load
- Ensure all supporting document are available
- Ensure all discrepancies in the loaded cargo be immediately reported
- Ensure that cargoes loading and unloading are in a safe and secure manner.
- Report all delivery and collection status to the operation Manager
- Responsible for the vehicle condition, cleanliness and maintenance.

REQUITMENTS

- Primary 6 education, with the ability to read and write simple English
- Valid Class 3 or 4 driving license, with at least 1 year of relevant driving experience
- Hand-on person
- Good knowledge of the local roads network
- Preferable with experience in air & sea cargo industry and with a forklift license
- Physically fit, with initiative and positive work attitude
- Ability to work long hours

Only short listed candidates will be notified. Applicants should be able to start work immediately. We operate 5.5 day with 2 Saturdays off in a month.

Send email to ec3_express_services@yahoo.com.sg with questions or comments about this.