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Post Date 19-Sep-11

Employer Ref. WA-005 JobsDB Ref. JHK100003000968915



The Hong Kong Delivery Co Ltd

The Hong Kong Delivery Company Ltd (HKDC) has been established in Asia for over 15 years. Opened as the regional Head Quarters for the Royale Group of companies, the Hong Kong office has grown to employ over 300 staff. The HKDC/Royale network now has offices worldwide and is one of the largest independent courier companies in Asia.

Our primary focus is on our retail courier business however we are also a major player in the Remail industry and Financial Research distribution business. We are currently seeking a high caliber to join us; this is an excellent opportunity to be involved in a fast moving industry.

Warehouse Assistant

Responsibilities:

- Assisting in the daily operations in the Airport & Warehouse according to the Company's standard
- Monitoring shipment control, maintaining accurate records, and ensuring all necessary materials are handled in an orderly and efficient manner
- Monitoring cargo in / out, sorting, processing, pick & pack, goods receipt, bagging, tagging, & labeling
- Organising large numbers of packages, palletising, wrapping, packing shipments
- Receiving, recording, issuing, and transporting shipments and supplies from the warehouse
- Ensure compliance of standard operating procedures
- Maintain all material handling equipment in good working order
- Cleanliness of warehouse
- Work closely with other departments to ensure a smooth flow of operations
- Efficiently completing all other activities delegated by manager

Requirements:

- Form 5 or above
- Possess at least 1 year of experience in warehouse operations
- Fair in both written and spoken English
- Good geographic knowledge
- Basic computer knowledge
- Hard working, responsible and willing to learn
- Willing to work overtime
- Willing to work on Public Holidays and Sundays
- Driving License No. 1 and 2 will be an advantage

Please visit our web site <http://www.royaleasia.com> for company information.

Interested applicants please write in with your detailed resume stating your current and expected salary to email: jobs@royaleasia.com

All information collected will be used for recruitment purposes only.

Career Level	Entry Level
Yr(s) of Exp	1 year
Qualification	School Certificate
Industry	Freight Forwarding/Delivery/Shipping
Job Function	Transportation & Logistics > Others Transportation & Logistics > Inventory / Warehousing Transportation & Logistics > Supply Chain
Location	Tsuen Wan Area
Salary	HK\$9K - HK\$10K
Employment Type	Full Time, Permanent

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Non-member Apply

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