

Project Coordinator

JOB SUMMARY

The Project Coordinator will support the Operations Manager in project management as the main duty. This includes (but not limited to) assisting with data compiling, analysis and reporting. This position offers a hands-on opportunity to learn about warehouse operations and gain practical experience in using data for decision-making, preparing reports, solutioning and implementation of projects. Selected candidate is expected to coordinate, and work closely with other departments, as well as directly with customers and suppliers.

ROLE AND RESPONSIBILITIES

- **Data Analysis:**
 - Assist in collecting and analyzing data to support operational decisions
 - Monitoring of progress in close detail, and able to work independently
 - Identify trends and areas for improvement during solutioning or after the implementation phase
- **Project Management:**
 - Support the organization and coordination of project activities for new business initiatives
 - Including pre-works, implementation and post-live
 - Assist in developing project plans, timelines, and milestones
 - Collaborate with cross-functional teams to ensure successful project execution
 - Monitor project progress and assist in reporting status, risks, and issues to stakeholders

REQUIREMENTS

- Minimum ITE qualification, preferably with basic knowledge of warehousing or logistics
- Strong analytical skills with proficiency in Excel
- Good organizational and communication skills
- Self-starter and must be able to work with minimal supervision
- Detail-oriented, able to work independently and in a team, and eager to learn
- Willing to travel around different sites and must be able to perform manual tasks.

ADDITIONAL INFO

- Working location: 102 Pasir Panjang Road, Singapore 118528.
- Working Hours: Mon - Fri 8.30 am to 6.00 pm (5 days' work week)
- Medical & Dental Benefits, AWS & Performance Bonus.
- Upskilling opportunity based on job performance.