

OPERATIONS SUPPORT ASSISTANT

As longstanding and experienced professionals in HR, we're in the position to say that the best way for anyone to go the distance in any career is to work with the best. When it comes to a career in the staffing and HR consultancy industry, you can soar with GMP.

We are seeking a dynamic individual to join us as an Operations Support Assistant.

Job Responsibilities:

- Assist in receiving and repatriation of workers
- Assist in Manpower Ministry-related documentation
- Perform dispatch duties and hostel checks

Requirements:

- Min. secondary school level education
- Knowledge in MS Office applications
- Possess good interpersonal and communication skills
- Good command of English and Mandarin required as this role requires you to liaise with PRC workers
- Able to work odd hours (24-hour standby)
- Possess own motorcycle
- Outgoing and pleasant personality

Others:

- 5-day work week
- Central working location

Remuneration will commensurate with qualifications and working experience. Please state your current and expected salary.

If you have what it takes and the desire to work in a fast-paced and reward-driven environment, forward your resume in confidence to hr@gmprecruit.com.

At GMP, we provide you with practical on-the-job training, a fun working environment, performance-driven remuneration scheme and a platform for career growth and development.