
Distribution Center Coordinator

Responsibilities:

- Assist in daily operations
- Coordinate with local & overseas offices
- Allocate manpower & job order
- Prepare / consolidate report
- Handle customers' enquiries

Requirements:

- Associate Degree or above
- Fresh Graduate is also welcome
- Good command of English & Cantonese, Mandarin is an advantage
- Hard working and willing to work under a tight schedule
- Good interpersonal & communication skills
- Proactive, self-motivated

Working Hour:

- 5 days work (08:00 – 18:00 / 13:00 – 23:00)
- Shift duty is required

The remuneration package will include 5-day work, birthday leave, 5 days paternity leave, compassionate leave, 12 days annual leave, and medical benefits including medical expenses and sick leave, etc.

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

All information collected will be used for recruitment purposes only.