



澳娛綜合度假股份有限公司

SJM RESORTS, S.A.

Department: Supply Chain

Position Title: Operator - Dock Operations

Jobs Description:

- To perform proper items receiving including quantity count, visual & physical inspection, document reconciliation against purchasing order
- Counting and checking goods, includes open box check
- Sign off for goods received, final confirmation with suppliers
- Responsible for physical warehouse functions, including put-away, order picking (for stock take order), cycle & physical counting, general housekeeping
- Palletizing goods to staging
- Others - exception handling
- Undertake other ad hoc assignments or duties as assigned by Manager



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Jobs Requirement:

- High school graduated or above
- Minimum 1 year related working experience
- Able to read English and Chinese
- General PC knowledge of MS office, including Chinese and English input
- Knowledge of warehouse general operation flow with goods receiving knowledge of food and beverage
- Experience of using material-handling equipment, such as electric pallet jack, stacker
- Required activities involving moving loads at environment with changes in temperature and humidity, or with dust and gases

Interested Parties, please apply via:

- Email the detailed resume to careers@sjmresorts.com
- Hotline 89820288 / 82970943 / 82970947



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部門單位： 供應鏈

職位名稱： 操作員 - 貨台運作

職位內容：

- 執行貨物接收，包括數量計算，貨物外觀和物理檢驗，針對採購訂單之文件校對
- 盤點和檢查貨物，包括開箱檢查
- 簽收收到的貨物，與供應商進行最終確認
- 負責倉務操作，上架，揀貨（用於庫存運輸訂單），週期和實物盤點，以及一般庫存整理
- 堆垛貨物至暫存區
- 其他 - 異常事務處理
- 處理經理臨時分配的任務或工作



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職位要求：

- 高中畢業或以上程度
- 具 1 年相關工作經驗優先
- 懂英文和中文
- 懂電腦及中英文電腦輸入
- 懂倉庫一般操作流程，具食品和飲料方面的收貨知識了解
- 懂使用物料搬運設備的經驗，例如電動托盤搬運車、堆高車
- 工作環境涉及移動負載於有溫度和濕度變化的地方，以及灰塵、氣體的環境

有興趣應徵者，可透過以下方式申請：

- 電郵簡歷到 careers@sjmresorts.com
- 致電人才招募專線 89820288 / 82970943 / 82970947