

Dreiheit House International Pte Ltd

(Company Reg. No. 201027432M | GST Reg. No. 201027432M)

7030 Ang Mo Kio Avenue 5 #04-27 Northstar Singapore 569880

Tel: (65) 6694 2040/41 | Fax: (65) 6694 2042

Email: info@dreiheithouse.com | Website: www.dreiheithouse.com



Operations Executive

Dreiheit House International Pte Ltd

Responsibilities :

- Ensure smooth and efficient daily operations of the company.
- Inventory, order, warehouse, logistics and demand planning management.
- Direct and schedule team to perform tasks and meet Company's requirements.
- Manage events organized by the company.
- Ad-hoc activities and assignments.

Requirements :

- Singaporean or PR.
- Ability to build strong business rapport at all levels.
- Able to work under pressure and tight deadlines.
- Hardworking and reliable.
- Adaptable and flexible.

Personal Attributes :

- Independent and resourceful.
- Good communication & interpersonal skills.
- Passionate for hospitality industry.

Other Information :

- Job type : full time, permanent.
- 5 days work week, 9am to 6pm.

Only shortlisted candidates will be notified.

Please forward detailed resume with recent photo, indicating reasons for leaving, last drawn salary, expected salary and date of availability in MS Word format to: hr@dreiheithouse.com.

We regret to inform only shortlisted candidates will be notified.

Thank you for applying. Have a great day ahead!