

# FLEXIROAM

## Job Description: Fulfilment Executive

We are Flexiroam. We value honesty, transparency and we hold ourselves to the highest standard of excellence. We recognize that the small things count, and they all add up to make a difference. Our customers get our full attention, and we keep pushing until we deliver the best solution possible.

By joining our team, you are joining our mission to building a world class technology company that connects people and machines everywhere. Surround yourself with highly motivated and passionate people who have an insatiable appetite for global expansion and personal development.

### Responsibility: -

We are looking for an enthusiastic and energetic Fulfilment Executive to join our fulfilment team. As a Fulfilment Executive, you will be responsible for offloading stock deliveries, processing work orders, locating merchandise, and packaging orders for shipment.

- Inventory stock keeping
- Fulfilling delivery orders
- Coordinate with external warehouses for shipments
- Inspecting the merchandise for damage, flaws, and irregularities.
- Packing the merchandise for delivery.
- Finalizing the work order and updating the database.
- Establish and maintain supportive communication between internal/external business units and/or customers to ensure quality service is provided.
- Create positive customer experience by facilitating (freaky!) fast and efficient delivery through teamwork and efficient communication.
- Organize documentation such as payments and delivery confirmation receipts and submit it to the Finance Department.

### Requirement: -

- Bachelor's degree or High Diploma preferably in Business or Supply Chain Management
- Able to converse well in English.
- Knowledge of inventory procedures is an **advantage**.
- Knowledge of international delivery
- Previous experience as a Fulfilment Associate is a **plus!**
- Able to work independently.
- Strong attention to detail.
- Good knowledge of Excel/Sheets.

*If you'd like to explore with us, please tell us why you'd like to join Flexiroam along with your CV/ LinkedIn profile to [hr@flexiroam.com](mailto:hr@flexiroam.com). We will be in touch with you!*