



**JOB DESCRIPTION**

**Logistics Intern**



**ABOUT THIS INTERNSHIP**

---

Work Location  
Singapore (East)

Work Days  
5 days

Job Type  
Full-time

Language Proficiency  
English

Category  
Human Resource,  
Administrative

**INTERNSHIP BENEFITS**

---



Job opportunities  
for Students



Gain insights &  
work experience



Widen corporate  
network for better  
prospects

**JOB DESCRIPTION**

---

- Inventory management
- Conduct routine checks on stock items and report missing/damaged items
- Proper assignment of materials to respective projects
- Ensure all material delivery from supplier in good condition
- Ensure all digital recording is done accurately (MTO & MTI)
- Stock-taking
- Quality and quantity check for goods received
- Other duties when requires

**QUESTIONS?**

---

Email us at [hr@pohmeng.com.sg](mailto:hr@pohmeng.com.sg)