



WAREESAN MANAGEMENT PTE LTD

Bringing Quality Exhumation & Reinterment Services to the community

Senior Field Associate/ Field Associate (Operations) **Supporting role in outdoor operations and client management**

Job Description

- Work closely with contractors on exhumation project
- Work closely in a team to serve families from diverse background
- Outdoor field work, assisting clients with reinterment logistics
- Assist colleagues to answer customer queries in the office from time to time and helping clients with queries
- Arranging services for clients, e.g. booking of appointment
- Taking information from clients and entering it in a database via tablet
- Able to troubleshoot problems and think quickly outside the box
- Able to remain calm and patient in difficult or stressful situations
- Making sure that the client's experience is a positive one and handle complaints (if any)

Job Specification

- Candidate must possess at least a Higher secondary/Pre-U/A level/College, Professional Certificate/NITEC, Diploma, Advanced/Higher/Graduate Diploma, Logistic/Transportation, Business Studies/Administration/Management, Personal Services, Protective Services & Management, Property Development/Real Estate Management or equivalent.
- At least 2 year(s) of working experience in the related field is required for this position.
- Able to communicate effectively with people from all walks of life.
- Possess resilience and a positive attitude.
- Ability to work in a diverse team.
- Able to work on alternate Saturday.
- Preferable having Class 3 driving license and have interest in outdoor work.

Job Requirements

'O' levels/NITEC/Diploma holders in any fields, preferably with hospitality or WSQ training for PGEMS. Some experience in field work and operational settings are preferred. Entry level candidates are welcome to apply.

Submit your resume to:

Assistant Vice President/Senior Head of Operations
Wareesan Management Pte Ltd
11 Beach Road #05-01
Singapore 189675

Email: careers@warees.sg