



# 澳娛綜合度假股份有限公司

## SJM RESORTS, S.A.

**Department:** Supply Chain (IT System, Project & Logistic Operations)

**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](mailto:careers@sjmresorts.com)
- Hotline 89820288 / 82970943 / 82970947



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## SJM RESORTS, S.A.

部門單位： 供應鏈 (資訊科技系統, 項目及物流營運)

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

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## SJM RESORTS, S.A.

**Department:** Supply Chain (IT System, Project & Logistic Operations)

**Position Title:** Card Shuffler

### Jobs Description:

- Moving the used playing cards to a specific area within the property for disposal
- Assist supervisor/ Assistant Manager to count the number of used playing cards
- Identify any shortage of playing cards
- Handling other special issue

### Jobs Requirement:

- High school education preferred
- Having card sorting related experience will be prioritized
- Strong organization skills
- Strong team spirit and loyalty

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部門單位： 供應鏈 (資訊科技系統, 項目及物流營運)

職位名稱： 揀牌員

職位內容：

- 將廢牌移至最終收貨位置
- 協助主任或助理經理進行廢牌數量點算
- 識別牌隻有否短缺
- 其他 - 異常事務處理

職位要求：

- 中學程度或以上優先考慮
- 有揀牌相關工作經驗優先考慮
- 良好組織能力
- 具有較強的團隊合作精神和歸屬感

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## SJM RESORTS, S.A.

**Department:** Supply Chain (IT System, Project & Logistic Operations)

**Position Title:** Helper

### Jobs Description:

- Responsible to pack new playing cards and exchange playing cards
- Delivery the new playing cards to casinos (remarks: 1 trolley of playing cards can reach 300 pounds)
- Assist for the counting process in casinos
- Deliver the used cards to warehouse for disposal
- Playing cards disposal by according departmental SOP
- Delivery of Pai Gow
- Regular playing cards stock count
- Check physical warehouse environment and report to supervisor

### Jobs Requirement:

- Secondary school or above
- Transportation related experience is an advance
- Work hard, responsible, initiative, self-motivated and team works
- Strong and Health, can handle physical work
- Team spirit & Loyalty

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部門單位： 供應鏈 (資訊科技系統, 項目及物流營運)

職位名稱： 娛樂場什工

職位內容：

- 負責開牌及進行撲克牌交收
- 將新牌移至最終外館部門的位置 (註:一部手推車之新牌可達到 300 磅重)
- 協助各外館進行數量點算
- 將廢牌交回發牌組處理
- 按部門指引執行碎牌工作
- 進行牌九交收
- 執行週期性盤點
- 巡查倉庫並進行匯報

職位要求：

- 小學程度或以上
- 需具相關運輸經驗
- 勤奮，有責任感，積極和主動，能與各方合作以提高整體效率
- 有強健的體魄，能吃苦耐劳
- 具有較強的團隊合作精神和歸屬感

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