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**JMN**  
**Corporate Services**  
*Your Partner in Excellence*

# INTRODUCTION

## The Best Value comes from The Integrity of Successful & Working Perfectly



In today's dynamic business environment, the core motive of Manpower Services is to empower organizations by providing tailored human resource solutions that enhance efficiency and adaptability. These services are designed to bridge the gap between talent needs and availability, ensuring that businesses can navigate the complexities of staffing with agility and precision.

At the heart of Manpower Services is the commitment to optimizing talent acquisition. By leveraging a deep understanding of industry demands and candidate capabilities, these services match businesses with individuals who not only possess the requisite skills but also align with the organizational culture. This targeted approach reduces hiring risks and minimizes the time spent on recruitment processes.

# WAREHOUSE OPERATIONS

Material handling is a critical component of warehouse operations that involves the movement, storage, control, and protection of goods throughout the entire warehouse process. Effective material handling ensures that items are transported safely and efficiently, reducing damage, loss, and delays



## Key Components of Warehouse Operations

### • Material Handling

**a Equipment Use:** Operating equipment to move and manage goods within the warehouse. Types: Forklifts, pallet jacks, conveyor systems, and hand trucks.

**b Safety:** Ensuring safe practices in material handling to prevent accidents and injuries. Tasks: Proper training, use of personal protective equipment (PPE), and adherence to safety protocols.

### • Returns Management

**a Processing Returns:** Handling returned goods efficiently to inspect, restock, or dispose of them as necessary. Tasks: Inspecting returned items, updating inventory, and processing refunds or exchanges.

**b Reverse Logistics:** Managing the flow of goods from the customer back to the warehouse. Tasks: Coordinating return shipments, inspecting items, and managing the restocking process

# MANPOWER SERVICES

Manpower services refer to the provision of human resources, either on a temporary or permanent basis, to organizations or businesses. These services are often provided by staffing agencies, recruitment firms, or labor supply companies that specialize in sourcing, recruiting, and managing personnel for various industries. Manpower services can include:



- a Contract Labours:** Allows companies to quickly adjust their workforce size according to project needs or business fluctuations without long-term commitments
- b Security Services:** are specialized services designed to protect people, property, and assets from various threats and ensure a safe environment.
- c Material Handling Equipment Operators (Fork lift, High Reach forklift, Tow motors etc.):** are specialized professionals responsible for operating equipment used to move, lift, and transport materials within warehouses, factories, construction sites, and other industrial environments.
- d Landscaping & Groundskeeping Staff:** are essential for maintaining and enhancing outdoor spaces, including gardens, parks, commercial properties, and residential areas. Their responsibilities involve a range of tasks aimed at ensuring that outdoor environments are aesthetically pleasing, functional, and well-maintained.
- e Technicians (welders, fitters, Grinders, Electrician etc.):** are skilled professionals who play crucial roles in various industrial, manufacturing, and construction settings. Their expertise is vital for the assembly, maintenance, and repair of machinery, structures, and equipment.

# WAREHOUSE OPERATIONS

Warehouse operations involve a variety of processes and activities that ensure the efficient movement, storage, and handling of goods within a warehouse. Effective warehouse management is crucial for maintaining supply chain efficiency, reducing costs, and meeting customer demands. Here are the key components of warehouse operations:



## Key Components of Warehouse Operations

### • Inventory Management

- a Stock Control:** Tracking and managing inventory levels to ensure that stock is available as needed while avoiding overstocking. Tasks: Regular stock counts, reordering inventory, and monitoring stock levels using inventory management systems.
- b Inventory Tracking:** Using systems and technologies to monitor the movement and status of inventory. Tools: Barcode scanners, RFID tags, and inventory management software.
- c Receiving and Inspection:** Managing the receipt of goods from suppliers and ensuring they meet quality standards. Tasks: Checking shipments for accuracy, inspecting for damage, and updating inventory records

### • Order Fulfilment

- a Sequencing (Picking):** The process of selecting items from storage based on customer orders. Methods: Single order picking, batch picking, and zone picking.
- b Packing:** Preparing items for shipment by packaging them securely and labeling them appropriately. Tasks: Assembling packaging materials, labeling, and ensuring compliance with shipping requirements.
- c Shipping:** Coordinating the dispatch of orders to customers or distribution centers. Tasks: Scheduling shipments, preparing shipping documentation, and arranging transportation.

# ENGINEERING WORKS

Industrial fabrication refers to the process of constructing machines, structures, and equipment by cutting, shaping, and assembling raw materials, typically metals and other materials. Industrial fabrication can involve several different types of work, each essential to creating the final product.

## • Industrial fabrication works



**a Trolleys and special Trolleys:** Equipped with a Partitions, handle and wheels, these trolleys are used for moving Parts from Vendor to Ware House and special trolleys are used for the warehouse inhouse movements.

**b Pallets:** Pallets are structures used to support and transport goods. They are essential in logistics and warehousing for efficient handling and storage.

**c Racks:** Pipe and join racks are crucial for maintaining an organized and efficient workspace, reducing material handling time, and ensuring safe and easy access to pipes and fittings

**d Safety Fence and Handrails:** are essential components in ensuring safety and preventing accidents in various environments, from industrial sites to residential propret

**e Platforms:** versatile structures used across various industries for access, storage, and operational purposes. Provide safe working heights and access to machinery or equipment and Increase storage capacity and accessibility within a warehouse.

**f Structural erection works:** Includes the design and assembly of steel frameworks for buildings, bridges, and other large structures. This involves cutting, welding, and assembling steel components.



# ENGINEERING WORKS

Domestic fabrication works refer to smaller-scale fabrication activities typically carried out in residential settings or for residential projects. These activities involve creating or assembling metal, wood, or other materials for home-related applications.

## • Domestic Fabrication Works



**a Window Bars and Security Grills:** Installing metal bars or grills for added security on windows and doors

**b Staircase Fabrication:** Creating and installing custom staircases, including railings and balustrades.

**c Garden Structures:** Fabricating garden arches, trellises, and planters to enhance outdoor spaces.

**d Custom Metal Furniture:** Fabricating bespoke items like tables, chairs, and bed frames using metals such as steel or aluminum.

**e Wrought Iron Gates and Railings:** Designing and installing decorative and security-oriented gates, fences, and railings.

**f Shelving Units and Storage Solutions:** Building customized metal or wood shelving units for optimal use of space.

**f Pergolas and Awnings:** Designing and installing metal or wooden outdoor structures for shade and decoration.

**These works can enhance both the functionality and aesthetics of a home, reflecting the personal style and needs of the homeowner.**



# ROAD TRANSPORT SERVICES

## Goods Transport

Both material handling and goods transport are essential components of warehouse operations, and they play a significant role in ensuring the smooth flow of goods within and outside the warehouse.



**a Goods Transport:** The transportation of goods and cargo using various types of road vehicles.

**Full Truckload (FTL):** Transporting large quantities of goods in a single truckload, often for a single customer.

**Less-than-Truckload (LTL):** Consolidating shipments from multiple customers into one truck, optimizing space and reducing costs.

**Specialized Cargo:** Transporting goods that require special handling, such as hazardous materials, oversized items, or temperature-sensitive goods.

**d Passenger Transport:** The movement of people using road vehicles designed for passenger transport.

**Public Buses:** Providing scheduled transportation for commuters and travelers within cities or region.

**Cabs and Shuttle Services:** Providing transport between specific locations, such as airports and hotels.

# OFFICE PANTRY SERVICES

Office pantry services are a valuable aspect of workplace management, focusing on providing food, beverages, and related amenities to employees within an office environment. These services help maintain a well-stocked and organized pantry or break room, promoting employee satisfaction, productivity, and overall well-being.



**a Stock Management:** The process of ensuring that the pantry is stocked with a variety of food and beverage items to meet demand.

**Inventory Control:** Tracking stock levels, monitoring expiration dates, and managing reorder points.

**Order Placement:** Ordering supplies from vendors based on current inventory levels and anticipated needs.

**Receiving and Storage:** Managing the receipt of goods, checking for accuracy, and storing items properly.

**d Food and Beverage Selection:** Curating a selection of items that cater to the preferences and dietary needs of the facility's occupants.

**Snacks and Beverages:** Including items like chips, nuts, coffee, tea, and soft drinks.

**Fresh Produce:** Fruits and vegetables for healthy snacking or meal preparation.

**Prepared Foods:** Sandwiches, salads, and other ready-to-eat options.

**c Maintenance and Cleanliness:** Ensuring that the pantry area is clean, organized, and hygienic.

**Regular Cleaning:** Wiping down surfaces, sanitizing equipment, and removing waste.

**Organization:** Keeping pantry items neatly arranged and easily accessible.

**Equipment Maintenance:** Ensuring that appliances like refrigerators, microwaves, and coffee machines are in good working order.