

JOB VACANCY

POSITION: STORE KEEPER

- To plan, organize and arrange workers to carry out daily tasks assigned.
- Ensuring process control is followed according to established procedure and instruction given.
- Ensure material movement is recorded and accurate inbound and charged out quantity for posting.
- To assist superior in monitoring and reporting stock level as and when required.
- To coordinate with other department on the arrangement of urgent request items.
- Ensure 5S, Safety and personal hygiene at workplace before start and during work.
- Check on-hand formers stock quantity and update superior.
- Assist in Inbound and Outbound activity.

JOB REQUIREMENTS

- Candidate must possess at least a Primary/Secondary School/SPM/"O" Level, Higher Secondary/STPM/"A" Level/Pre-U, Professional Certificate, Diploma any field.
- Required skill(s): forklift operation, wms concepts, inventory and stock management, Good Supervisory Skills, MS Office.
- At least 3 year(s) of working experience in the related field is required for this position.
- Preferably Non-Executives specializing in Purchasing/Inventory/Material & Warehouse Management or equivalent.
- Work location at Sg. Buloh, Selangor.
- Full-Time position(s) only.