

EXECUTIVE, WAREHOUSE

(Based in Cyberjaya)

Responsibilities:

- Provide leadership in warehousing and inventory control.
- Monitor and control on all incoming and outgoing delivery.
- Plan, organize and manage warehouse systems and activities.
- Train, motivate and develop staff to achieve departmental KPIs.
- Maintain warehouse facilities and equipment at a high state of readiness.
- Manage timely inventory updates, FIFO, cycle counting and stock accuracy.
- Analyze inventory data and produce accurate and timely reports.
- To perform any other task as assigned by superior from time to time.

Requirements:

- Minimum degree in any discipline.
- At least three (3) years of working experience in store/warehouse in execution level.
- Candidate must be proficient in Microsoft Office.
- Experience in ERP system will be an added advantage.
- Good in written and spoken English are essential.
- Candidate must possess good leadership, inter-personal and communication skills.
- Demonstrate initiative with concern for order, transparency and compliance with the Company's policies and procedures.
- Possess high level of integrity.