# ASSISTANT MANAGER, WAREHOUSE
## (Based in LSEO, TPG)

### Responsibilities:

- To assist in maintaining operations and reports pertaining to the factory's warehouse.
- Plan future capacity required, layout and ensure efficient space utilization.
- Contributes to the team effort by accomplishing related results as needed.
- Conducting physical counts of goods & stocks, reconciling with data storage system.
- Scheduling expenditures, analyzing variances, initiating corrective actions.
- Maintains warehouse staff job results by coaching, counseling and disciplining employees; planning, monitoring and appraising job results.
- Ensure timely dispatches of finished goods. Liaise with branches and marketing (internal customers) and ensure delivery as per requested.
- Maintain receiving, warehousing and distribution operations by initiating, coordinating and enforcing program in relation to operational and personnel policies or procedures.
- Control inventory levels by conducting physical counts with costing and reconciling with data WMS and M3 systems
- Inspecting equipment, issuing work order for repair and requisitions for replacement for the upkeep of the warehouse, ensuring housekeeping to meet proper 5S standard.
- Perform other related duties and responsibilities as assigned by superior from time to time.

### Requirements:

- Candidate must possess at least a Bachelor's Degree in any field.
- Required skill(s): MS Excel, MS Office, Outlook.
- Required language(s): English
- Candidates fluent in Mandarin preferred as role requires candidate to deal with Mandarin-speaking customers
- Excellent communication skills, both written and verbal.
- Preferably 7 years of working experience in the related field is required for this position.
- Preferably proven track record with ISO, GMP, HACCP, etc.
- Strong sense of urgency, proactive and dynamic.
- Highly organized and detail-orientated; high level of accuracy.
- Location of workplace is in Telok Panglima Garang.
- Preferably candidates specializing in manufacturing - warehouse operations or equivalent.