

ASSISTANT, STORE

(Based in Cyberjaya)

Responsibilities:

- To control the flow of stock through a warehouse, monitoring goods in and out.
- Safely and efficiently move and handle items, and keep stock records.
- To operate a set of computerize ASRS crane system to store and retrieve stocks.
- Organize and maintain records of inventories, ensure up to date.
- Lead & support workers on crane machinery at the warehouse.
- Be involved in stock control and assist the management in daily routine tasks.
- Carry out stock cycle count and housekeeping of the work area.
- Handle warehouse operation: issue Delivery Order, receiving incoming goods.
- Perform other related duties as assigned from superior from time to time.

Requirements:

- Minimum SPM or its equivalent.
- At least 2 years of working experience in warehouse preferably in FMCG industry.
- Computer knowledge in Microsoft.
- Able to work on shift rotation.
- Able to drive forklift is an added advantage.