

## **CLERK, STORE**

(Based in Cyberjaya)

### **Responsibilities:**

- To check quantity received by customer with the quantity delivered on Delivery Order (DO).
- To ensure all account document given to lorry driver are returned to store with proper chop and signed.
- To update daily incoming stock quantity into system timely.
- To prepare and process on stock write off, repacking and inter-branch transactions.
- To check email and reply to and act on contain of email.
- To ensure all supporting documents are properly filed and maintained.
- Perform other related duties and responsibilities as assigned by superior from time to time.

### **Requirements:**

- Candidate must possess at least a Diploma in any field.
- Able to work with minimum supervision.
- Experience in warehousing or manufacturing environment is a plus.
- Willing to work on Saturday in Cyberjaya.