

## **MANAGER, OPERATIONS**

(Based in Cyberjaya)

### **Responsibilities:**

- Responsible for the overall FMCG Distribution Centre (DC) day to day operations from planning, receiving, storing, delivering & stock controlling.
- To ensure that all DC equipment or facility are properly maintained & reviewed from time to time to provide full support to the DC operations.
- To ensure basic warehouse rules are strictly followed such as FEFO, receiving or delivering SOP, cycle count and all safety practices
- Monitor and control on delivery performance to ensure customer service level (CSL) are met especially Key Accounts.
- Monitor and control on third party transporters are adhering strictly on company's SOP and review their performance from time to time.
- Monitor and review on the stock holding level to ensure turnaround time is adequate for stock efficiency.
- Ensure that security, safety and cleanliness of the warehouse is in compliance with law requirements and strictly adheres to company's SOP and guidelines.
- To lead a team of staff by providing clear direction and instruction, monitoring performance and attendance of the staff, providing training and reviewing manpower requirements from time to time.
- Analyze and review on monthly stock report such as stock turnover, stock write off, stock returned, stock adjustment, variance report or prepare any ad-hoc reports as and when required by Management.
- Communicate closely with Sales team and various requirement or changes and execute in shortest and effective ways possible.
- Perform other duties and responsibilities as assigned by Management from time to time.

### **Requirements:**

- Possess at least a Degree in any discipline.
- At least 10 years of working experience in warehousing or manufacturing environment with at least 3 years managerial capacity.
- Experience in WMS and ERP is essential, computer literate is compulsory.
- Able to think strategically, well-organized, proactive, meticulous and with sound judgment.
- Possess strong planning, inventory control and data analytical skills.
- Able to work independently and lead a team of 100 employees.
- Able to communicate effectively with all levels including external contractors.
- Candidate with experience in handling warehouse size more than 200,000 square feet is strongly encourage to apply.
- Experience in manufacturing with warehouse or logistics or material planning and control are added advantages.
- Workplace is in Cyberjaya.
- Required languages: English, Chinese and Bahasa Malaysia.