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Malaysia



PR/158871 | Warehouse Executive

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1536757

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 16:04

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

A Sweden based company in Penang is looking for Warehouse Executive to oversee the overall operations of the warehouse department, including setting work objectives and plans, and ensuring team members complete assigned tasks efficiently.

Job Responsibilities

- Manage warehouse human resources by recruiting, training, assigning tasks, scheduling, coaching, and disciplining employees while ensuring compliance with company policies.
- Maintain warehouse operational standards by contributing insights to strategic plans, implementing quality and customer-service standards, and identifying process improvements.
- Ensure financial control by preparing annual budget information, monitoring expenditures, identifying variances, and implementing corrective actions.

- Supervise and control warehousing activities, including material issuance, returns, delivery, and slitting operations, to maintain accurate and timely stock movement records.
- Coordinate inventory transfers by scheduling material movements to and from the warehouse and liaising with relevant departments.
- Ensure timely and accurate delivery of supplies and equipment to designated departments.
- Optimize warehouse storage by maintaining organized floor space, adhering to storage design principles, and recommending improvements for proper material segregation.
- Maintain accurate inventory records through monthly physical counts, variance reconciliation, and data entry.
- Ensure compliance with RBA (Responsible Business Alliance) and Supplier Code of Conduct requirements.

Job Requirements

- Strong knowledge of warehouse, inventory, and logistics management.
- Proficiency in Microsoft Excel and MRP systems.
- Minimum of 5 years of experience in electronics manufacturing, OEM, or EMS industries.
- Possess at least a Professional Certificate
- Strong communication and interpersonal skills.
- Dynamic, proactive, and well-organized with a positive work attitude.
- Proficiency in English and Mandarin is preferred for effective communication with stakeholders.

Company Description