



PR/160248 | Warehouse Executive (Manufacturing)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1582487

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

March 17th, 2026 10:28

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

The Warehouse Executive is responsible for supporting daily warehouse operations to ensure efficient receiving, storage, handling, and dispatching of goods. This role ensures inventory accuracy, warehouse safety, and smooth coordination with internal and external parties.

Warehouse Operations

- Oversee daily warehouse activities including receiving, storing, picking, packing, and shipment of goods.
- Ensure proper handling of materials and compliance with standard operating procedures.
- Maintain warehouse cleanliness, safety, and proper space utilization in accordance with 6S standards.

Inventory Control

- Monitor stock levels and ensure accurate inventory records in the system.

- Conduct inventory checks, cycle counts, and stock reconciliations.
- Prepare inventory reports for management review.

Documentation & Reporting

- Maintain accurate warehouse documentation including stock movement, delivery records, and receiving reports.
- Update system transactions and ensure all records are completed in a timely manner.

Coordination & Communication

- Coordinate with internal departments such as Production, Purchasing, Sales, and Logistics.
- Communicate effectively with transporters, suppliers, and other external parties regarding deliveries and pickups.

Safety & Compliance

- Implement and uphold workplace safety, environmental regulations, and warehouse SOP compliance.
- Handle emergency situations and escalate issues to management when needed.

Leadership Support

- Assist the Warehouse Supervisor/Manager in training staff, assigning tasks, and improving warehouse workflow.
- Support continuous improvement initiatives to enhance warehouse efficiency.

Other Duties

- Perform any other functions or responsibilities assigned by the company.

What We Want From You

- Diploma or equivalent qualification with minimum 5 years of warehouse operation experience.
- Basic financial knowledge and understanding of warehouse cost control.
- Strong communication, coordination, and organizational skills.
- Ability to multitask and work under tight deadlines.

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Company Description