



PR/160279 | Warehouse Executive (Oil & Gas)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1582505

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 04:00

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

Responsible for daily warehouse operations, ensuring safe, efficient, and compliant handling of materials to support PGSSB operational needs. Require to oversees receiving, storage, inventory control, and issuing, while ensuring data accuracy via SAP. The SCM warehouse executive also provides support to SCM functions via Material Requirement Planning (MRP) for material planning, supplier coordination, surplus management, and stock analysis to ensure end-to-end supply chain efficiency.

Actively managing suppliers, in alignment with PGSSB's policies, targets and objectives. Safely supports plant reliability by ensuring services and materials are in place, whilst developing strong relationships with suppliers and PGSSB Stakeholder.

KEY ACCOUNTABILITIES

HSSE

- Lead daily warehouse activities including receiving, inspection, put-away, binning, picking, issuing, and dispatch.
- Ensure proper use of PPE, safe handling of materials, and compliance with lifting, stacking, and storage guidelines
- Ensure suppliers and contractors follow the law, PGSSB HSSE policy, and all relevant HSSE standards within RAPID complex and PGSSB guidelines.

WAREHOUSE OPERATIONS

- Lead daily warehouse activities including receiving, inspection, put-away, binning, picking, issuing,
- and dispatch.
- Ensure correct and timely transaction updates in SAP MRP (FIORI, MIGO, MB1A, MB1B, stock transfer, Minimum Stock Quantity, Preservation, EBOM and stock takes listing).
- Maintain accurate bin locations, material labeling, and storage arrangement in line with material characteristics. (i.e. Asset Tagging and Sighting)
- Ensure proper handling of critical spares, consumables, chemical items, HSSE-sensitive materials, and bulky/long items.
- Monitor warehouse capacity, housekeeping, and environmental compliance.

INVENTORY MANAGEMENT

- Ensure high inventory accuracy through cycle counts, stock take, and variance investigations.
- Support Material Requirements Planning (MRP) by ensuring correct stock data is available and updated.
- Monitor slow-moving, obsolete, and surplus materials; propose disposition plans.
- Support cataloguing efforts to improve master data quality (material descriptions, specs, units, grouping).
- SCM Support (Procurement & Operations Integration)
- Liaise with procurement team for delivery follow-up, expediting, supplier queries, and materials readiness.
- Collaborate with end users (Maintenance/Operations) to ensure timely availability of materials for planned shutdowns, corrective jobs, and turnaround.
- Participate in sourcing-related activities when relevant (technical clarifications, verification of material specs).
- Provide data for procurement analysis (stock consumption trend, reorder proposals, minimum/maximum levels).

Documentation & Compliance

- Ensure all documents (DO, GRN, inspection reports, NCR, inventory records) are complete and filed correctly.
- Support audits (HSSE, QA/QC, Finance) and close corrective actions in a timely manner.
- Ensure material traceability and full compliance with internal procedures, PGSSB LOA, and quality requirements.

Mindset, Behaviour and Culture

- Ensure the code of conduct and business ethics policies are observed in all dealings with suppliers and business partners, fostering relationships based on mutual respect.
- Possesses a high sense of commitment, ownership, integrity and loyalty that contributes to PGSSB's operational excellence.

KEY INTERFACES

- Senior & middle managers to ensure early involvement in major purchases (i.e. PO status, supplier coordination, expediting, documentation).
- End users to ensure price agreements are utilized and feedback is obtained on quality and usefulness, and supplier performance.
- Procurement team from JV partners for guidance, support, share experiences and learnings.
- Suppliers to ensure that we are maximizing the value we get from the relationship.
- Potential suppliers to understand their value proposition and to maintain a competitive environment.
- Government agencies and authorities for license, permits, import documentations, etc.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Diploma / bachelor's degree in supply chain, Logistics, Engineering, or related field.
- Minimum 2 to 3 years' experience in warehouse/store operations, preferably in industrial/manufacturing environment.
- Experience in warehouse and inventory management system such as SAP MM module (MIGO, MB1A/MB1B, stock management).
- Forklift/stacker license is an added advantage.
- An understanding of the nature of the products/services to be procured as they are used in the company would be ideal.

REQUIRED SKILLS & BEHAVIOURS**Technical Skills:**

- Strong knowledge of warehouse operations, inventory control, and material handling
- best practices.
- SAP proficiency (GR, GI, transfer, stock adjustment).
- Understanding of procurement workflows and material planning.
- Knowledge of HSSE requirements for warehouse operations.
- Able to work under pressure/perform to deadline and solve problems
- Effective communicator (written & verbal in BM & English)
- Able to leverage the support of the JV partner's organization

Soft Skills:

- Good communication and coordination skills with internal & external stakeholders.
- High discipline, integrity, attention to detail.
- Able to work under pressure and meet operational deadlines.
- Strong problem-solving, analytical mindset, and initiative.
- Results focus & takes initiatives
- Communication, Influencing & Collaboration

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Company Description