

PR/161342 | LOGISTICS & ASSEMBLY ASSOCIATES (Warehouse Management Company)

Job Information

Recruiter
JAC Recruitment Malaysia

Job ID
1623330

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
Malaysia

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 10:17

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Key Responsibilities

- Perform daily warehouse and logistics activities, including receiving, sorting, put-away, picking, packing, labelling, staging, and shipment preparation.
- Verify quantities, part numbers, serial numbers, batch numbers, and product conditions against system records and shipping documents.
- Carry out light assembly, kitting, bundling, repacking, labelling, packaging, and other value-added services according to work instructions.
- Support inventory accuracy through stock movements, scanning, cycle counts, stock checks, and proper documentation.
- Safely move materials, components, packaging, and finished goods within the warehouse and operational areas.

- Report inventory discrepancies, damaged goods, quality issues, labelling errors, and system-related problems to supervisors.
- Collaborate with warehouse, inventory, quality, planning, and operations teams to support productivity, 5S, audit compliance, and process improvements.

Job Requirements

- Minimum secondary education, NITEC, Higher NITEC, Diploma, or equivalent qualification.
- Up to 3 years of experience in warehouse operations, logistics, material handling, production support, packing, kitting, or light assembly.
- Experience in value-added services, assembly, or production support is advantageous.
- Basic knowledge of warehouse processes, including receiving, put-away, picking, packing, staging, dispatch, inventory control, kitting, and labelling.
- Comfortable using handheld scanners, warehouse management systems, and basic computer applications.
- Reliable, detail-oriented, safety-conscious, and able to work effectively in a team environment.
- Physically fit and capable of performing warehouse duties such as standing, walking, lifting, sorting, and material handling within safety guidelines.
- Familiarity with Microsoft Office and continuous improvement methodologies such as Lean or Six Sigma is an added advantage

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Company Description