



PR/158871 | Warehouse Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1536757

業種

その他（メーカー）

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年04月30日 16:04

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

会社説明