



PR/160248 | Warehouse Executive (Manufacturing)

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

1582487

業種

電気・電子・半導体

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

2026年03月31日 05:00

応募必要条件

職務経験

1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

無し

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

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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会社説明