

STOREKEEPER

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Company: UWC

Location: Malaysia

Category: transportation-and-material-moving

Job Description

Report to Assistant Warehouse Supervisor/Supervisor.

Perform receiving, storage, kitting, issuing, packing and shipment.

Perform system transaction, receiving, storage, kitting, issuing, packing and shipment.

Perform daily housekeeping and 5S in store and vicinity area.

Support plan and unplan OT when requested.

Involve in cycle count activity.

Report inventory integrity issue to superior. E.g. Excess or shortage quantity etc for further action.

Prepare and verify shipment detail vs DO/Packing list.

Comply with SOP and Work Instruction when discharging his/her duty.

Comply to Occupational Safety and health laws and regulation as well as such standards, practices and procedures instituted by the Company.

Report any abnormality issue to superior for further action.

Upkeep equipment and machine in good condition.

Any other responsibility which may be assigned form time to time by Superior.

Qualifications

Candidate must possess SPM with passes in Mathematic.

Preferably with a few experiences in similar field but fresh school leaver will be considered.

Able to write and speak in simple English and Bahasa Melayu would be advantage.

Able to drive forklift would be advantage.

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