

Warehouse Assistant / Supervisor (Based in Hicom-Glenmarie)

QES (ASIA-PACIFIC) SDN BHD

SCM Department

Responsibilities:-

- To handle store section activities including all inbound & outbound cargo in respect of receiving, releasing, packing, labelling, maintaining stock record and storage of inventory and etc.
- To ensure accuracy of stock location and timely updating of stock record to the system to reflect current stock position.
- Data entry into FACT ERP system.
- Conducting periodic stock take on inventory.
- To ensure store room is clean and tidy at all times.
- To ensure optimisation of storage areas and smoothness of materials movement.
- Demonstrate standards of work practices in compliance with safety and environment requirements.
- Travelling to KLIA warehouse for store activities.

Requirements:-

- Candidate must possess at least a SPM.
- At least 2 years of working experience in store / warehouse handling in / out bound.
- Able to drive forklift.