

# Senior/ Junior Logistic Executive

(Selangor - Bukit Belimbing, Balakong)

## **Responsibilities:**

- Any other duties as and when assigned from time to time. Responsible for all logistic operations, stock control, process improvement for higher efficiency
- Possess good knowledge of flow of documents, ocean freight and logistic procedures
- Coordinate with other departments, suppliers, customers and shipping forwarders for smooth operation flow
- Compliance and maintain to Government agencies and Customs Departments procedures
- Ensure timely preparation of accurate weekly/monthly reports
- Lead and manage the logistics, distribution and warehousing functions of the company in line with the delivery and requirements
- Oversee and manage daily operations of warehouse including planning, directing, controlling and coordinating
- Continuously review and upgrade/update logistics and warehouse system and processes to improve cycle time and accuracy to reduce costs
- Ensure that all materials are checked, labeled and stored in the designated storage area
- Maintain and updated the warehouse database inventory record
- Ensure good housekeeping safety and accuracy of inventory

## **Requirements:**

### **Senior Logistics**

- Candidate must possess at least a Higher Secondary/STPM/"A" Level/Pre-U, Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Logistic/Transportation, or equivalent.
- Required language(s): Bahasa Malaysia, English & Chinese Dialects
- 2-3 years working experience in Logistic & Warehouse area.
- Possess good customer service skills in handling customer's issues
- Strong leadership and people management skills
- Team player and independent
- Able to work under pressure and long hours if necessary

## **Junior Logistics**

- Candidate must possess at least a Higher Secondary/STPM/"A" Level/Pre-U, Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Logistic/Transportation, or equivalent.
- At least 1 year(s) of working experience in the related field is required for this position.
- Preferably Junior Executives specializing in Logistics/Supply Chain or equivalent. Job role in Logistics or equivalent.
- Full-Time positions are available.

## **Responsibilities:**

- Ensure work order is manageable for production.
- Coordinate between production and purchasing on all inventories movement
- Ensure & maintain cycle count accuracy.
- Monitoring and maintaining Solomon system.
- Plan and schedule correct and timely kitting and delivery of materials, ensure smooth material flow & practice FIFO.
- Tracking inventory movement and update planner & purchaser when kit shortage occurs. Handle delivery to customer.
- Liase With External warehouses (Bonded and Non Bonded).
- Cost comparison for Trucking Services.
- Arrange for deliveries on a daily basis to our customers.
- To arrange for Air Shipments and Sea Shipments
- Export goods from main warehouse to the branch warehouse.
- Prepare various documents such as Delivery Order, Packing List & Label documents for Delivery/Export activities.
- To Collect inventory report on the first day of every week.
- To Maintain smooth operation from time to time.

## **Requirements:**

- Candidate must possess at least a Professional Certificate, Diploma or Advanced/Higher/Graduate Diploma in any field.
- Minimum 2 years of working experience in the manufacturing store/warehouse management field is required for this position.
- Able to handle any type of MRP/ERP/SAP systems.
- Applicants must be willing to work in Senai.
- Applicants should be Malaysian citizens or hold relevant residence status.
- Preferably senior executives specializing in Purchasing/Inventory/Material Management or equivalent.
- Full-Time positions available. Diploma or Degree in Logistics or Business Admin or related field.
- 2-3 years working experience in Logistic & Warehouse area.
- Possess good customer service skills in handling customer's issues