

Assistant Manager – Logistics

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Company: Valiram Group

Location: Indonesia

Category: other-general

POSITION SUMMARY

To support the Warehouse operations and supervising staff

To oversee the safe receipt, storage, retrieval and timely dispatch of goods.

To ensure workplace health and safety requirements are met and take responsibility for the security of the warehouse and stock.

Ensure productivity targets are met and maintain computerized administration and automated storage and retrieval systems.

To be a role model to all staff in the work performance, customer service and other relevant scope of duties.

Personal development, including E-learning.

KEY AREAS OF RESPONSIBILITIES

Meeting Order Fulfillment within Specified Timeline

Responsible for the storage and safekeeping of all goods in the warehouse by taking a proactive approach in initiating and preventive measures

Inventory Integrity

Manage and supervise a team of staff in carry out daily duties such as upkeep warehouse storage, receiving, issuing and delivery towards achieving the department's stipulated KPIs

Improve efficiency and effectiveness of work processing and put in place control mechanism of various work processes to minimize stock loss

Plan regular cycle and periodic stock count to ensure stock accuracy and corrective actions taken to rectify the errors on a timely basis.

Achieve Accuracy of Order Request

Work in line with the Manager to maintain a regular cycle and periodic stock count to ensure stock accuracy and corrective actions taken to rectify the errors on a timely manner

Record stock correctly to ensure the accuracy of stock control system

Ensure a standard receiving process is adhered to minimize error in the process

Other Warehouse Duties

Ensure the health, safety, cleanliness and security of the work environment

Organize and maintain records of inventories up to date.

Handle and operate necessary tool and accessories in maintaining and managing a warehouse.

Personal Development

To have and maintain at all times competent knowledge in areas of duty

Complete E-learning Modules on timely manner

Position Specification

Education

Minimum a Diploma/in any discipline or tertiary education.

Professional Experience

3 -4 years Warehouse experience

Personal Attribute

Good team Player

Strong management qualities

Has meticulous and efficient work ethics

Attention to detail

Pleasant personality and able to communicate effectively with a diverse group of people

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