

Estate Inventory & Material Transport Coordinator.

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Company: Cargill

Location: Palembang

Category: other-general

Job Purpose and Impact

The Estate Inventory & Material Transport Coordinator is set to manage the integration between material transport and storage in the estate warehouse. The scope of duties and responsibilities includes how to arrange the transportation of materials from the vendor to the site, then ensure that the warehouse arrangements on the estate are neatly arranged, and contain 5S rules and especially being able to reduce the value of the warehouse every year until it reaches the best value.

Key Accountabilities

Lead the day to day warehouse operations including material handling and storage requirements and developing, implementing, administering and evaluating policies and procedures.

Coordinate with the Estate operations team to ensure proper execution and implementation of all policies procedures with regard planning, ordering, receiving material and inventory management.

Review, complete and ensure the accuracy of warehouse related documents and maintains and reports inventory accuracy, aging and order status.

Optimize inventory levels for short and longer term within the warehouse in order to support Estate operations.

Supervise a team that will perform activities that ensure efficient transportation of materials

and products from origin to destination

Supervise the examination of material estimates, equipment services, production costs, performance requirements and delivery schedules to ensure accuracy and completeness.

Coordination for the examination of material estimates, equipment services, performance requirements and delivery schedules to ensure accuracy and completeness.

Ensure compliance with safety policies and procedures of the company and the standards established by regulatory agencies

Qualifications

Minimum Qualifications

Bachelor's degree in a related field or equivalent experience

Experience related in Logistics Transportation and Warehousing.

Minimum of 3 years working directly in the Warehouse and administrative matter.

Preferred Qualifications

Bachelor's degree in a related field or equivalent experience (Majoring Accountant & Statistic)

Minimum 5 years related experience in Logistics Transportation and Warehousing.

Minimum of 3 years working directly in the Warehouse and administrative matter. This experience must include a supervisory role (directly responsible for people leadership)

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