

Warehouse & Logistic Officer

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Company: Pandawaid

Location: Banyuwangi

Category: other-general

Warehouse & Logistic Officer at Pandawa Agri Indonesia

Pandawa Agri Indonesia (PAI) is the first life science-based company from Indonesia and the only company that has innovation in pesticide reduction products (pesticides reductants). PAI has the vision to create sustainable agriculture.

Pandawa Agri is committed to developing products that can benefit farmers. To achieve this goal and accelerate product delivery, PAI requires a Warehouse & Logistics Officer to join our Supply Chain Team.

The Warehouse and Logistics Officer will be responsible for connecting data between the warehouse and the delivery process ordered by the Customer Success team.

Additionally, you will prepare warehouse data for the Finance team to ensure completeness in sales billing and bill payment.

The efficient flow of warehouse and logistics operations will impact the speed of product delivery and billing, ultimately affecting the speed of revenue collection and cash flow. Timely delivery will impact consumer uptake and secure sales targets.

In this role, you can face many challenges in terms of external partners negotiation and communication, deciding and looking for options in warehouse problems, adapt quickly to dynamic conditions, challenge you to continually learn new things, and encourage you to keep growing with the Supply Chain team. If you are interested in contributing and taking on the challenges, then you are the person we are looking for!

Who are we looking for?

Bachelor's degree in any field, preferably a degree in logistics and management
1-2 years of experience in warehousing and logistics
Understand basic knowledge of Supply Chain Management
Knowledge of logistics regulations
Understanding of Quality Management System (QMS): ISO 9001
Have knowledge related to the production process
Have Knowledge of relevant industry quality standards and product specifications
ISO K3 certification (Optional preferred)
Internal Auditor Certification (Optional preferred)
People who eager to live in Beautiful city at the East Java, Banyuwangi, and experience work-life balance

What will you do?

Responsible for collecting and processing the warehouse data properly
Arranging and checking stock by compiling, organizing, and verifying incoming stock in accordance with applicable SOPs.
Prepare for the delivery and receipt of goods by arranging efficient delivery routes and determining the mode of transportation to be used. Additionally, ensure that all necessary documents for the delivery of goods are prepared.
Maintain the warehouse by carrying out periodic checks on every asset and ensuring adherence to established SOPs for warehouse operations.
Responsible for processing supply chain administration needs
Maintain external communication related to Warehouse & logistics (vendors, consignees, etc.)

Job Requirements

1 - 3 years of experience
Minimum Bachelor's Degree

Skills

Warehouse Management
Interpersonal Communication
Logistics Management

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