



Job responsibilities

- Maintaining inventory accuracy through proper counting, processing of material reports and transfers.
- **Cycle Count & Verify**
 - Conduct daily cycle count for verify inventory accuracy.
 - Check quantity based on system vs physical.
 - Check on system transaction error based on the variance occurs during count.
 - Reconcile on the variance in timely manner.
- Follow up on the stock adjustment by respective area PIC after variance confirmation. Proper documentation and approval required.
- **Others operation such as;**
 - Publish aging materials report on a weekly basis.
 - Other tasks assigned by superior and HOD
- **Collaboration with warehouse supervisor such as:**
 - Maintain housekeeping at all times.
 - Ensure FIFO system is followed.
 - Enhance the ESD control according to SOP.
 - Ensure materials are properly stored and labeling is visible.
- Ensure security and safety of materials.

Job requirements

- SPM or higher.
- Preferred with a minimum of 1 year working experience in a contract manufacturing environment or related job function.
- Experience in stock count/ cycle count task, inventory management.
- Basic computer skills – MS Office (Excel, Words, PowerPoint)
- Working knowledge of ERP systems such as BaaN/SAP/inforLN preferred.
- Able to work independently and discipline.

Contact

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