



Job responsibilities

- The section head is responsible for the management and development of store.
- Ensure proper development of the requirements plan and the execution of the plan throughout the operation.
- Develop strategy programs to upgrade store performance and operation control.
- Identify opportunities for improvement and suggest and implement improvements as necessary.
- Recruit, retain and develop store team members.
- Draft and update the procedures in store according to the latest changes in operation/requirement.
- Ensure the accuracy of stock and ERP system.
- Ensure all transaction related to store are maintained and made correctly.
- Build relationship and interact with other departments to improve communications, process and store operation.
- Responsible for the proper storage, packaging, layout management and maintenance of all equipment used at store.
- Preparing the Capital Investment Plan & Expenditure budget and ensure spending are within the prescribe budget.
- Ensure Store Operating Procedures are observed and adhered to at all time.
- Execute stocktaking activities and execute the stock take operation according to SOP.
- Enhance quality control in store operation such as ESD control & awareness, MSD control, part shelf life validity, and FIFO practice.
- Staff discipline control and counseling.
- Provide on job training and basic training related to ERP system to all subordinate.
- Maintain high standard of housekeeping.
- Perform other duties as assigned at the discretion of the superior and the Supply Chain Manager.

Job requirements

- Degree/Diploma in Business or Materials Management & Operation study.
- At least 4 years' related experience.
- Good understanding of warehouse management.
- Proficiency in both written and spoken English and ability to communicate with all levels of people.
- Working experience in the contract manufacturing environment preferred.
- Familiar with ERP system such as InforLN/SAP or any other ERP system.
- Excellent communication, strong leadership and analytical skill.
- Self organize & structure, independent and self-motivated.

Contact

Ms. Nadia Shahlizam
HR Officer
ESCATEC Mechatronics Sdn. Bhd.
Johor, Malaysia
Nadia.Shahlizam@escatec.com
+60 7 356 7213