



Storehand

RESPONSIBILITIES:

1. Observe and comply with the Standard Operation Procedure (SOP) and policy procedure.
2. To perform daily goods receiving, counting quantity and randomly checking goods quality. Any discrepancy of the goods quantity and quality, need to inform Store Supervisor immediately.
3. To issue goods based on FIFO practice and packing the goods as per instruction from superior.
4. Responsible to update stock card upon receipt and issuance of goods or materials.
5. To manage the stock inventory of the control items and record these items movement with proper documentations.
6. To distribute or handover the items (goods/materials) to requestor as per instruction given by superior with proper supporting details.
7. To record and monitor the return date of loan items to division.
8. To consistently practise 5S in the store division.
9. To practise safety rules & regulations in store division.
10. To carry on stock count as per schedule arrange by yearly basis.
11. The above job description is by no mean exhaustive. Additional responsibilities may be given to you as and when it is deemed necessary.

EXPERIENCE / SKILLS REQUIRED:

1. Minimum of 1 year working experience in Store Department.
2. Minimum qualification in SPM.
3. Driving forklift experience
4. Self-initiative and good team player.
5. Able to work independently ,under pressure & possess a high sense of responsibility.
6. Able to speak and write in Bahasa Malaysia, English. Able to speak Mandarin is additional advantage.
7. Able to use Microsoft system.