

## **JOB DESCRIPTION**

**Job Title** : Store Keeper      **Job Category** : NE06

### **JOB SUMMARY**

Manage a designated team of store assistants and operators in performing warehousing and/or packing activities in SHDS warehouses.

### **JOB DUTIES & RESPONSIBILITIES**

1. Manage and train a team of store assistants and operators to perform following activities:
  - a. Receive, storage and issue raw materials to production.
  - b. Pack and ship Finished Good according to customer's requirement
  - c. Pack and return empty cassettes to suppliers
  - d. Collect and dispose waste materials to assigned vendors
2. Plan, manage and conduct monthly and yearly inventory checks.
3. Plan, manage and maintain 5S and safety in SHDS warehouse.
4. Operate forklift/reach truck to transport goods and material around the Company premises.
5. Ensure compliance to the ISO&OHSAS Standard Operating Procedures.
6. Any other duties as assigned by Superior.

### **JOB SPECIFICATIONS**

#### **Qualification**

At least "O" level

#### **Experience**

At least 3 years' of relevant experience in the same capacity

#### **Skills Required**

1. Valid Forklift license
2. Proficient in basic Microsoft Office applications
3. Knowledge in WMS preferred

#### **Others**

No colour blindness