

# Store Material Handler

Johor, Malaysia

## JOB DESCRIPTION

### Reporting to:

Store Section Head / Store Supervisor / Storekeeper

### Responsibilities:

- Carry out the task in store operation such as incoming clearance; inbound monitoring, put away and kiting outbound advice.

#### Receiving

- Receipt of materials from all vendors.
- Check quantity receipt tally with supplier DO/invoice.
- Stamped "Receiving" on documents and return to driver.
- Print and paste the bar code label for all the physical stock. Check correct labeling of part no with materials.
- Stock the goods at rack for IQA inspection.

#### Kiting / Outbound to production

- Ensure kitting of materials is properly carried out according to outbound advise.
- Undertake re-packing, labeling and identification of materials (batch lot).
- Update the transaction through Bridgelogix or submit the document for transaction timely.
- Feedback to superior if found any variance.
- Check physical materials status as and when required by SCO.

#### Finish goods stock control

- Verify the quantity versus document.
- Put away and stamp the batch lot on each carton.

#### Others operation such as:

- Verify the excessive return from shop floor.
- Verify the scrap return from production prior stored into scrap warehouse.
- Conduct routine cycle count.

**General:**

- Maintain housekeeping at all times.
- Ensure FIFO system is followed.
- Enhance the ESD control according to SOP.
- Ensure Store Operating Procedures are observed and adhered to at all time.
- Ensure materials are properly stored and labeling is visible.
- Ensure security and safety of materials.

**Skills & Experience:**

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

**Key Result Area (KRA):**

- Stock, batch lot and location accuracy.
- Outbound aging.

**Authorities/Decisions:**

- Raise stock adjustment requisition form.
- Stock transfer within warehouse and location.

**Location:**

The role is located at ESCATEC's Johor branch in Tebrau, Johor, Malaysia. The successful applicant must be willing to travel, including internationally and other group company locations when needed.

**Contact:**

Please send your cover letter, resume/CV, copies of diplomas/certificate and a recent photo to:

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