



Store / Warehouse Manager

RADII TEKNOLOGI SDN. BHD

Responsibilities:

- To plan and supervise Store/Warehouse Department.
- To efficiently manage, organize, run and upkeep the Store/Warehouse Department and all Storerooms.
- Ensure Key Performance Indicators (KPI) of Store/Warehouse Department is achievable.
- Ensure all department staffs are adequately trained and competent in carrying out their job.
- Ensure proper record of Inventory in the System.
- Run a stock control system: Forecast stock movements & re-order levels and Organize stock according to turnover.
- To Conduct and Verify stock takes regularly.
- Establish and maintain strict security of the storage place.
- Verify purchase and delivery order before sending to next Department.
- The nature of your work demands for your service outside the normal office hours. You are expected to comply with the Company's requirements whenever necessary and also to travel (local and overseas) as and when required.
- Write good and effective correspondences and reports. Brief and update immediate superior on work progress or status.
- To support and facilitate other departments on stock related matters or issues.
- Ensure date lines are met and jobs carried-out are properly and professionally delivered.
- Ensure good customer relationship.
- Uphold good personal image and conduct and not to do or act by omission place any staff or the Company in bad taste or disrepute.
- Carry out any other duties as may be from time to time directed by the Company.
- The above shall be subject to change in the passage of time as directed by the business environment at the discretion of the Company.

Requirements:

- Good teamworking skills
- Managerial skills
- Interpersonal skills
- Verbal and written communication skills
- Logical reasoning
- Familiarity of supply chain procedures.
- Excellent analytical skills, with the ability to create reports and conduct analyses.
- At least basic of IT & Technical knowledge and skills

Perks & Benefits

- Flexible working hours
- Casual dress code
- Personal and Medical insurance
- Personal leave
- Panel Doctor and Dentist