

Raw Materials Warehouse Supervisor

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Company: Sika

Location: Nhơn Trạch District

Category: other-general

Job Description

Sika Vietnam - 100% foreign owned company, a subsidiary of Sika AG, Switzerland, a leading supplier of specialty chemicals - is seeking candidates for **Raw Materials Warehouse Supervisor** to manage and control the raw materials stock physically and electrically including its receiving, handling, storing, packing and issuing to drive warehouse performance.

Specific duties:

Manage and control of stock of raw materials.

Maintain the electronic inventory system including inventory report to Plant Manager

Coordinate with Logistics and QC for the receiving of raw materials from suppliers.

Draw superior's attention on the slow moving stock.

Take a role in inventory count as well as to solve stock discrepancy.

Ensure that all concerned quality system procedure are followed as directed under the Quality System.

Ensure health & safety rules and Environment Management System are observed.

Maintain warehouse in neat, tidy, good and safe condition.

Provide supervision and training to all RM staff according to their functions and skills.

Control the disposal of waste and make sure that it is in line with Sika's and legal requirement.

Make recommendation relating to warehousing service for improvement.

Keep confidential all company's business information and documentation.

Perform other duties assigned by Plant Manager.

Qualifications

JOB REQUIREMENTS

University/college graduate in relevant fields

Minimum 5 years proven experience within warehouse supervision.

Proven conflict resolution skills and people management skills

Good organisation and coordination skills, high attention to details

People management skills

Strong communication skills and sound relationship building skills.

Be proficient in Word and Excel

Vietnamese speaking

Additional Information

We offer competitive compensation packages that grow with your skills, plus annual performance bonuses.

Bao Viet healthcare insurance for you and your family.

Mobile phone allowance

WORK BASE

Sika Vietnam Head Office (10th Street, Nhon Trach 1 Industrial Zone, Phuoc Thien, Nhon Trach District, Dong Nai, Vietnam)

TRANSPORTATION TO DONG NAI HEAD OFFICE

Shuttle buses are provided at these pick-up points

+ Ho Chi Minh City (District 1, District 3, District 2, Tan Binh District, Binh Thanh District)

+ Thu Duc City (Binh Thai, Nguyen Duy Trinh)

+ Bien Hoa City

Buses depart between 6:30am and 7:00am, returning from the Head Office at 4:30pm daily, Monday to Friday.

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Cross References and Citations:

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