

## Warehouse Manager

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Company: TalentViet

Location: Ho Chi Minh City

Category: other-general

### **Job Description :**

#### **Reports to: Plant Director**

Managing all warehouse of Raw material, finished good. Receiving material and delivering, managing safely all non-technical plant operations: warehouse and loading, planning, strict control and monitoring of use of raw material. Month end stock management of all RM and FG.

#### **Warehouse**

- Management of operations (safety, efficiency)
- Management of loading contractors
- Management of truck drivers and trucking companies

#### **Plant operations**

- Production planning coordination with Production and Supply Chain teams
- Warehouse space management for production stock keeping
- Daily and monthly warehouse reporting

#### **Human Resources**

- Managing the warehouse team
- Training, recruitment
- Labor contract management for contract loading operation.

Job Requirement :

### **Education**

- Bachelor degree or higher in one of the following majors: Economy, Administration, Accounting, Manufacturing management

### **Experience**

- At least 5 years in a similar position with minimum of 10years total working experience
- Good knowledge of accounting, business, administration and plant affairs
- Ideally in a continuous process manufacturing company

### **Key Skills**

- Rigor, integrity, planning, organization
- Versatility, ability to understand organizational, financial, technical issues quickly
- Analytical/Logical thinking
- Decision making and problem solving ability
- Excellent IT skills, especially Excel / ERP
- Strong collaboration spirit and good interpersonal skills
- Good English and communication skills (English/Vietnamese)
- Coaching and training skills
- Self-motivated, able to lead change
- Ability to work in high pressure environment

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