

Warehouse Staff

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Company: REERACOEN VIETNAM

Location: Vietnam

Category: other-general

Tổng quan

Mức lương

10,000,000 VND ~ 12,000,000 VND

Ngành

Manufacturing(Pharmaceutical/MedicalEquipment)

Mô tả công việc

Job Summary】

- Develop goals and operational plans of the department.
- Report progress and results of implementing plans and assigned tasks periodically according to regulations.
- Propose issues related to the quality of assigned work and the department.
- Participate in solving arising problems.

【Job description】 (details)

- Receive plans from Production Management to plan import and export of goods for assembly and production.
- Deploy to staff and monitor the progress of import and export groups according to the plan of Production Management.
- Control and maintain FIFO regulations on import and export.
- Arrange warehouses, improve and ensure components are stored safely, imported and

exported quickly and effectively.

- Develop and improve appropriate processes and regulations related to the warehouse department.
- Report the department's activities monthly (Errors arising, Quantity of import and export, inventory, and inventory reduction...)
- Plan and perform warehouse inventory every 6 months
- Perform warehouse management according to functions and tasks assigned by superiors.

【Company/Job Attraction】

- Opportunity to learn and improve your skill with international standards.
- Professional, dynamic working environment
- Full benefits package
- Opportunity to go abroad

Trình độ

Yêu cầu

- Graduated from University with any major
- 2 years experience in Warehouse
- Good communication in English (Intermediate level)

- Proficient in using Microsoft office
- Good communication

- Communication in Japanese is an advantage

Tiếng Anh

Intermediate Level

Ngôn ngữ khác

None

Thông tin bổ sung

Phúc lợi

- Social insurance
- 13th month salary
- Annual salary review
- Free lunch
- Family allowance
- Nonsmoker allowance
- Company trip etc...
- Shuttle bus

Giờ làm việc

8:00 ~ 17:00

Ngày nghỉ

3rd, 5th Saturday, Sunday, National holiday

Hạng mục công việc

Warehouse Officer

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