

## Warehouse Supervisor

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Company: TalentViet

Location: Vietnam

Category: other-general

### Job Description :

**Report to:** Logistic Assistant Manager

### OVERVIEW OF JOB

- Coordinate the day-to-day activities of a team of para-professionals who receive, handle, store, record, and dispatch goods in a warehouse.

### PRIMARY RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO

- Manage and control all functions of warehouse & Inventory
- Manage warehouse layout in order to minimize inventory and stock
- Control stock of inventory, incoming material and finish goods and ensure physical stock accuracy and storage allocation are complied with company policy and process
- Coordinate with production, Sale and other area
- To do warehouse management, lead team to follow company operation and work instruction
- Control forklift driver and monitor forklift maintenance plan with engineering team and supplier
- Supervise and check pallet clean of contractors
- To make sure and supervise all activities of contractors, on cleaning, food safety, health & environment; and security would be in safe and effective.

### Job Requirement :

- Male/Female age 28-35 years old

- Bachelor's degree in any related field
- At least 3 years' experience in warehouse operation and 1 years in warehouse supervisor
- Strong leadership and problem solving skill

### **Interest & Benefit**

- Transportation will be provided at the pick-up point
- PC
- Phone card

Please submit your updated CV to [hong.nguyen@talentviet.com](mailto:hong.nguyen@talentviet.com) or directly contact Ms. Hong at 3910 1126 - ext 106

Contact :

Hotline: (84)0938800127

Tel: (848) 39101126

Email: [nga.vo@talentviet.com](mailto:nga.vo@talentviet.com)

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