

### **Job Description**

**Job Title** : **Packing & Warehouse Manager**  
**Reports To** : **Senior Director (Direct)**  
**Location** : **Perak**  
**Volume** : **Packing, efficiency, volume**

#### **Business Responsibilities:**

- Handling finished goods for examination gloves

#### **Stakeholders:**

- Internal: Marketing, shipping, planning, QA and production
- External: Customers and auditors

#### **Key Accountabilities:**

- Manage inter-plant movement and transferring of Finished Goods (FG) to FGs Warehouse in terms of systematic arrangement and GMP to ensure all goods are prepared, loaded at stipulated loading deadlines in accordance to require of loading specifications with maximum efficiency and minimal damages as well as to lead packing activity to higher goals by increasing higher productivity & efficiency. Coordination of FG-planning and logistics

#### **Roles & Responsibilities:**

- To lead warehouse team to ensured loading activity carry-out in smooth & meet to all procedures, requirements & targets.
- Coordinate all packing and printing activities to meet shipment.
- Workers working discipline, attitude & efficiency of daily loading activities & storage capacity
- To conduct motivation & encouragement of team-work within workforce to ensure activities set are met.
- Monitor daily shipping operations activities regarding targets, efficiency, productivity

#### **Purpose and subject of interaction with internal/ external key contacts:**

- To communicate with planning & shipping departments of FG status, shipments scheduling/ arrangement. To co-ordinate with planning, marketing department about pending FG's status.
- Communicate with shipping department for container arrival / availability & ensured physical empty container meet to shipment loading specification.
- Training/briefing on GMP, safety & health, CT-PAT security requirement, house-keeping at work environment in practiced as per company procedures.
- Manage the teamwork with production & planning to establish a well working supply chain

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**Challenges with regards to innovation and change:**

- Challenge the team & lead them towards continuous improvement
- To implement method for improving productivity & efficiency

**Requirements:**

- Diploma in logistic management, operation management or relevant discipline of studies.
- Minimum 3-5 years working experience in logistic & warehousing management. Preferably in mass production industry.
- Warehousing & logistic operational skill. Strong managerial skill & leadership.

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