

JOB DESCRIPTION



POSITION: WAREHOUSE SENIOR MANAGER

Reporting to Deputy General Manager (Vietnamese)

Salary: Negotiate

Job Description

Controlling operation in warehouse:

- Building up the organization structure of the department in order to meet the task;
- Establishing goals for safety, quality, productivity, efficiency, improvement... Training employees, allocating and evaluating the accomplishment of the goals of the lower level employees;
- Controlling, guiding solutions and adjusting targets in a timely and reasonable manner according to the actual situation;
- Checking and supervising the implementation of the work on the site and issues related to Inventory, loss, damage, incidents;
- Reviewing and approving suggestions in the scope of work;
- Checking and solving problems related to goods or matters, inventory control, damaged goods, problems or loss;
- Checking and approving plans on arrangement of goods in Warehouse. Regular inspection of the site, monitoring of implementation improvements to optimize the area used and exploited warehouse.

Managing services quality and to ensuring safety, security in the operation of the warehouse:

- Ensuring the facilities, and equipment are always ready for works maintenance plans are filled in monthly, annual and fully implemented as plans;
- Supporting subordinates to review the allocation of human resources, equipment, tools for the department;
- Controlling the site to ensure compliance and proper implementation of safety regulations (including human and goods safety) and 5S;
- Working with customers to find out the needs of customers. Providing timely and effective solutions to changing requirements from customers to improve the quality of service provided.

Financial control:

- Ensure that operating expenses are managed in accordance with approved budgets annually. Explain the cost in cases of increase versus budget;
- Control, check the revenue, debit note. Confirm payment, debit...ensuring full collection of services provided. Check the revenue, expense and profit & reports to the management.

Operating procedures of the warehouse (SOP):

- Guiding and approving the new SOP or adjusting, improve SOP in order to improve the efficiency and quality of services;
- Checking and approving reports, daily, weekly and monthly reports;
- Training, re-training SOP, rules. Control the compliance and implementation of SOP & standards.

Managing, training human resource & development:

- Recruiting, training, allocating appropriate human resources to meet the plan and actual operational needs;
- Planning and guiding the implementation of multi-skill training for employees, development of internal human resources and selfdevelopment.

Job Requirements

Education:

- Graduated from University with major in economic, foreign trade...

Experience:

- At least 5 years of working experience in logistics, warehousing field
- At least 3 years of working in equivalent position

Skill:

- Communicated in English fluently
- Negotiation skills
- Effective planning and control
- Problem solving and decision making skills

Other Information:

- Form: Official employee
- Age: 35 - 48
- Salary: Competitive
- **Work time: Monday – Morning Saturday (08:00 – 17:30; 2 morning Saturday/month)**
- **Work location: Tien Son, Bac Ninh**

You are a best candidate!