

An Expanding Manufacturing firm is looking for the following position

Inventory Control Executive

- Working days : Mon-Fri (8:30am – 6:00pm)

Job Responsibilities

- Manage a team of logistic staffs to perform their task effectively.
- Review and formalise practical working system for the team.
- Making plans to improve on job knowledge and job efficiency.
- Monitor individual/team performance and driving it to the optimum.
- Setting measureable targets for the team and monitoring targets.
- Upkeep an effective inventory management system.
- Verify Stock adjustment on incoming/outgoing stock discrepancy issues
- Constant audit on stock integrity.
- Accountable & manage reject stock , inventory scraping process
- Monitor , engage, manage and monitor All sites Inventory in the following areas:
 - Excess Stock
 - Passive Stock
 - Prepare Monthly consolidate Inventory report
- Other duties assigned by the Management.

Job Requirements

- Minimum Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree or related field.
- Able to work independently under minimum supervision.
- Strong ability to coordinate between various departments and manage timelines and able to create and administer a task priority list based on company needs.
- Good interpersonal, negotiation and communication skills to maintain good relationships with key stakeholders and internal customers.
- Minimum 1-3 years of working experience in Freight & Warehouse Management.
- Ability to analyze data and recognize improvement opportunity.

Desired Skills and Experience

- Working knowledge in Freight & Warehouse Management.
- Strong knowledge Microsoft Office, Excel & Powerpoint.

Interested email to joycewong@teammetal.com