

Jobmaster

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Warehouse Assistant (Bukit Jelutong U8, Shah Alam)

Description

Warehouse Assistant Duties and Responsibilities
Move inventory and materials across facilities
Process inventory for delivery
Sort, organize and store inventory in the proper location
Package items and label correctly
Scan delivered items and ensure quality
Report damaged or missing inventory to supervisors
Stack and organize large bulk items
Remove inventory from trucks or shipping and delivery to proper location
Update logs and documentation for inventory processing
Move materials from facilities to workstations, pick-up locations, or other locations
Wear safety gear at all times
Operate heavy machinery like forklifts to move or store inventory
Ensure workspace is free of debris and remove safety hazards from aisles
Work as an active team member to complete team goals
Prepare documentation and inventory for audits

Responsibilities

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Qualifications

SPM/DIPLOMA

Job Benefits

EPF+SOCSO

Contacts

012-5156773

011-6111 7152

Hiring organization

JobMaster

Employment Type

Full-time, Contractor

Beginning of employment

September

Duration of employment

1 year

Industry

Logistics

Working Hours

8

Base Salary

RM 1600 - RM 1800

Date posted

September 6, 2021