

Job Description

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| JOB TITLE | Assistant Production Supervisor |
| DEPARTMENT | Production |
| REPORT TO | Production Supervisor |
| JOB FUNCTIONS | <ul style="list-style-type: none"> • To assist Production Supervisor to carry out the daily production work plan. • Responsible on Warehouse Inventory inclusive finished goods, additives goods, KIV stock, consumable stock and optimize warehouse space utilization. • Conduct and supervise daily and monthly stock take and cycle counting. Ensure inventory accuracy is targeted for 100% accuracy every time • Prepare and analyze raw material report, consumption report and place an order for the stock (raise Purchase Requisition) • Ensure all incoming raw materials, consumables, spare part, chemicals item & others are received correctly, checked physically, unloading & chop-signed to acknowledge receipt. • Control and maintain products traceability in warehouse • To ensure goods issues or deliver by follow FIFO basis • Ensure no customer complaint with regards to warehouse related errors, such as wrong product delivery, quantity and damaged goods loaded into trucks/container for delivery to the customers. • Supervising warehouse staff and daily activities. • Train, guide and evaluate new warehouse workers. • To maintain good housekeeping at warehouse and monitor the subordinate's disciplines. • Communicate and collaborate with other team members • Maintain safety and healthy work environment by following standards and procedures complying with legal codes and regulations. |

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| | <ul style="list-style-type: none">• Carry out related job duties as required.• Other duties as assigned. |
| QUALIFICATIONS & EXPERIENCE | <ul style="list-style-type: none">• Bachelor's Degree, or Diploma in Business Administration, Logistics Management, or relevant fields.• 2 years of experience as a Warehouse Leader or similar role. Preferable in cement, mortar, or drymix industry is an added advantage• Ability to manage inventory• Required skill (s): Microsoft Excel, Reporting, Planning, Manpower Management, 5S Practice, Forklift Operation Certification, Critical thinker and problem-solving skills.• Ability to supervise and lead a team of workers in carrying out their daily job duties. |