

POSITION	General Worker
DIVISION	Training
RESUME SUBMISSION	hr@insken.gov.my

JOB DESCRIPTION

- Pick up goodies from store every week.
- Arrange to pack goodies one week prior to every programme.
- Courier goodies one week prior to every programme.
- Stock counts every week with logistics personnel.
- Update stock count to logistics personnel every month.
- Update logistics personnel on collaterals that needs to be purchase.
- Manage the cleanliness and tidiness of the storage.
- Label and stockpile collaterals according to the size, shape, and type.
- Collaborate with logistics personnel to record and manage all impaired or damaged collaterals.
- Any ad-hoc tasks as assigned by Management from time to time.

REQUIRED SKILLS AND EXPERIENCE

- Must possess at least a SPM or equivalent.
- Healthy, energetic and familiar with Standard Operating Procedure (SOP) of storage or warehouse.
- Sound administration and organizational skills.
- Good time management and ability to meet deadlines.