



## Job Description

**POSITION:**

Warehouse Assistant

**ROLE:**

Reports directly to Warehouse Supervisor. To manage items in and out of the warehouse.

**RESPONSIBILITY:**

1. Responsible for picking items for the staging area to ensure all items are ready for delivery as per the delivery list.
2. To ensure all items are stored safely in the warehouse.
3. To ensure all things entering and exiting the warehouse are recorded.
4. To ensure all items that enter the warehouse have no discrepancies with the CIPL or manifest list before being sorted and stored.
5. To ensure all items that have expiring or aging dates are monitored and to exit the warehouse before the given date.
6. To ensure all types of items/goods are handled accordingly as per the SOP.
7. To maintain the cleanliness of the warehouse.
8. To only allow authorized personnel to enter the warehouse.
9. Utilize WMS for traceability of all items in and out of the warehouse.
10. To perform other duties assigned by the management from time to time.

**QUALIFICATION & EDUCATION REQUIREMENT:**

1. Diploma level certificate or equivalent.

**PREFERRED SKILLS:**

1. Time Management.
2. Coordination.
3. Inventory control.
4. Reporting skills.
5. Planning skills.
6. Computer literate.