

THE POSITION

Title: **Warehouse Associate**, Supply Chain
Report to: Operations Lead (HK)
Location: Hong Kong

Our client is a Fortune 500 company (headquarters in the U.S., listed on the NYSE), the job holder will be responsible for smooth daily warehouse operations, through effective team management, tracking inventory, creating reports, line management (coordinating workloads, monitoring issues and escalating as necessary). Ensuring productivity and quality standards are met, including sales targets, and KPIs.

Major Responsibilities

- Fulfilling sales order invoices.
- Inspecting goods for defects/damage.
- Picking inventory for package assembly.
- Creating shipping labels.
- Creating tracking reports.
- Ensuring all regulatory/compliance requirements are met.

Financial Responsibility

- Responsibility of inventory, and warehouse performance. Failure will result in serious financial liability to the organization.

Position Qualifications

- At least 5 years previous experience in similar role.
- 5 - 10 years progressive experience in warehouse disciplines.
- A good working knowledge of health and safety and security requirements.
- Fork Lift Truck license.
- Commitment to work towards professional accreditation with an industry related body.

Other Requirements

- Problem solving skills to effectively handle urgent issues.
- Good communication and interpersonal skills.
- Problem solving skills to effectively handle urgent warehouse/inventory related issues.

- Flexibility to perform various tasks in the warehouse.
- Skills in assembling packages and shipments.
- Basic math and computer literacy required to create reports.

- End of this Position Description -

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For more information, please contact us at team@sogplus.com