



LOGISTICS EXECUTIVE

Responsibilities:

- Responsible for overall performance of the logistic department.
- Lead and manage a group of logistic staff.
- Planning and executing daily logistics activities which comprise of customs documentation & clearance, import & export shipment arrangements and warehouse management for raw material and finish goods.
- Ensure warehousing activities are carried out safely and efficiently according to procedure.
- To plan, monitor and ensure on time deliveries of shipments.
- To formulate and implement logistic strategy for local and export market.
- Update and maintain shipping documentations to ensure its traceability and compliance with customs regulations.
- Updating of QMS / EMS procedures and work instructions when needed.

Requirements:

- Diploma or Degree in Logistics / Warehouse Management / Supply Chain Management / Business Studies or equivalent.
- Minimum 5 years of working experience in shipping, warehouse operations or logistic at electronic manufacturing industry.
- Required knowledge and skills: updated custom policies, custom documentations, warehouse management skills, ISO/TS16949, ISO14001, Safety & Health practices at warehouse
- Candidate should possess good communications skills and ability to interact with all levels of employees
- Candidate should be a team player with commitment, initiative, mature, motivated, meticulous, and analytical skills.

Interested candidate, please email your resume to hr.penang@fastrongroup.com. You may call 604-6433901 ext 150 for further information.