Warehouse Coordinator

Key responsibilities include, but are not limited to:

• Coordinate the shipping and receiving of goods and materials at the warehouse.
• Monitor current inventory level by performing daily raw materials count.
• Maintain safe stock for goods and raw materials.
• Perform periodic physical inventory check by cross-checking item quantity from shipment records/database.
• Update and maintain the daily shipment record database and reconcile actual stock count/inventory to computer-generated reports.
• Maintain accuracy of database.
• Prepare safe stock report for Maintenance Manager, SCM team, and Production Manager.
• Prepare inventory summary report for SCM team and specific department managers.
• Performing any other related tasks as assigned by supervisor and/or management and dictated by business needs.

Requirements:

• Bachelor degree plus 1-2 years experience working in a warehouse; or Associate degree plus 3-4 years experience working in a warehouse.
• Experience in inventory count.
• Bilingual in English/Chinese.
• Knowledge of MS Word and Excel