

Warehouse Inbound & Outbound Team Leader(Skincare)

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Company: REERACOEN RECRUITMENT

Location: Bang Na

Category: other-general

Overview

Salary

60,000 THB ~ 70,000 THB

Industry

Trading(Chemicals/Materials), Trading(Cosmetics/Healthcare),
Manufacturing(Chemicals/Materials), Manufacturing(Cosmetics/Healthcare)

Job Description

Role Description:

Group operations supervisor is the role that responsible to implement the right processes across the company and enable business growth. You'll assess our departments' operational methods and propose ways to improve them.

Responsibilities:

- Oversee efficiency of operational processes
- Research methods to improve operations and reduce costs
- Supervise everyday working of department operating process and increase efficiency of workers for various growth oriented programs
- Maintain and provide efficient backup to supply department and ensure achievement of all internal and external needs
- Provide training to workers and provide upgrade to various technical skills

- Analyze and identify all performance related issues and ensure appropriate steps to prevent loss
- Administer all indoor performance in department through efficient coaching and monitoring
- Prepare and maintain employee attendance records and provide feedbacks to employees on same
- Develop plans and supervise various departmental meetings and participate in various growth based campaigns
- Analyze and ensure better result to fulfill all business requirements
- Prepare regular reports, perform audit on various operations and evaluate processes as per business requirements, including suggestions for improvement
- Present operational reports at board meetings, answering inquiries and providing information
- Prepare project updates within required timeframe and delegate individual tasks to all employees
- Provide support and join improvement based methods
- Analyze all opportunities and recommend ways to improve efficiency and reduce costs
- Supervise effective compilation and collection of information and data to enhance growth
- Monitor all administrative functions as per requirement
- Ensure compliance with applicable laws and company policies, regulations

Qualifications

Requirement

[Must]

- Bachelor's degree in Logistics, Business Management, Business Administration or any related field
- 4 or more years of experience in a distribution environment, managing Warehouse operation
- English communication skill.
- Effective decision making, planning, and analytical skills
- Proficiency in WMS, SAP, MS Office (Excel, Word and PowerPoint)
- Ability to communicate, lead the team and solve problems

[Advantage]

- Experience with similar industry (Cosmetics, Skincare and Beauty/Health Care)

English Level

Level 4 - Conversational Level

Other Language

None

Additional Information

Benefit

- Social Security
 - Health Insurance /Life Insurance/Accident Insurance
 - Annual Health Check Up
 - Provident Fund 5%
 - Performance Bonus/Results-Based Bonus
 - Company Party, Company Outing
 - Staff training and development
 - Get Well Gift Basket
 - Annual Leave, Business Leave, Sick Leave, Maternity leave, Wedding leave, Sterilization leave, Funeral leave, Ordination leave, Compensate leave, Military leave
- *Annual Leave start 8 days and increase 2 day/year (8> 10> 12> 14> 16days)

Working Hour

8:30 ~ 17:00

Holiday

Saturday

Sunday

Public Holiday

*Might be working on Saturday, based on urgent case

Job Function

Warehouse/Inventory

Supply Chain

Other (Logistics)

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