

Document Name:	Job Description Form		Document No	FORM-HR-03	
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Job Title:	Logistic Executive (Full time/Part time)	JD Number	002
Department/Group:	Logistics	Position	03
Supervise	Warehouse & delivery service	Date Created	1 Jan 2018
Reports to	Logistics Supervisor	Next Review	1 Jan 2019

Job Description

ROLE AND RESPONSIBILITIES

Provide the support for inventory management and local delivery services

- Deliver goods to customer’s premises and site
- Handle picking and packing of delivery orders
- Assist with loading and unloading when necessary
- Maintain warehouse safety, cleanliness and orderliness
- Prepare stocks for wrapping and manage transport for delivery to 3PL sites of customer

QUALIFICATIONS AND EDUCATION REQUIREMENTS

PREFERRED SKILLS

- Physically fit to lift and carry heavy loads
- Hands on experience in inventory management
- Driving licenses class 2B and Class 3
- Customer oriented and positive working attitude

Additional Notes

[Type any additional notes if needed.]

Prepared & Reviewed By:	TONG Ping Heng	Date:	1 Jan 2018
Approved By:	TONG Ping Heng	Date:	1 Jan 2019