

# JOB OPPORTUNITY

## Warehouse Specialist



Type of Vacancy : Full Time

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business

### Organization details :

Company : Season Retail Management Sdn Bhd  
Website : <https://www.facebook.com/seasonoptical>  
Address : 35-01 JALAN CENGKERIK 5, TAMAN CEMPAKA, 81200 JOHOR  
BAHRU, JOHOR

### Job Responsibility :

- 1) Receive and inspect incoming shipments, checking for accuracy and damages.
- 2) Organize and store products in designated warehouse locations.
- 3) Maintain accurate inventory records and conduct regular stock checks.
- 4) Prepare and process orders for shipment, ensuring accuracy and timeliness.
- 5) Coordinate with other departments to ensure timely delivery of orders.
- 6) Keep the warehouse clean, organized, and safe at all times.
- 7) Monitor and report on warehouse inventory levels and identify any discrepancies or issues.
- 8) Assist with the loading and unloading of trucks and containers.
- 9) Implement and follow proper safety procedures and regulations.

### Job Requirements and Qualifications :

- 1) Strong organizational and time-management skills
- 2) Ability to work in a fast-paced and physically demanding environment
- 3) Excellent communication and teamwork skills
- 4) Basic computer skills and experience with inventory management systems

Benefits : -

### Person-in-charge :

Name : Caster  
Contact No. : 016-722 1864  
Email : [seasonhr01@gmail.com](mailto:seasonhr01@gmail.com)