

KRIDENTIA GROUP OF COMPANIES

Staff Name	Jackson Ramot Sitorus
Staff ID	EIS381
Position Title:	Senior Logistic Administrator
Department:	Post Sales Operation
Company:	Kridentia Integrated Services
Designation/Job Grade:	Executive
Job Category:	Administrative
Reporting Superior:	Mohd Nor Affandi Bin Mertadza
Location:	Kridentia Tech Headquarter (Cyberjaya) – Level 1
Job Summary (Purpose of Job)	Responsibilities include Warehouse and Logistic Management, supporting all supply chain procedures, from coordinating deliveries to managing shipping documentation and goods inventory
Job Description	<ol style="list-style-type: none"> 1) Warehouse and Logistic Management <ul style="list-style-type: none"> • Plan shipments based on product availability and customer requests • Coordinate the supply chain procedures to maximize quality of delivery • Prepare shipping documents (like packing list, delivery order, proforma invoice, invoices, goods declaration to customs) • Schedule arrangement with company dispatcher/runner • Track orders to ensure timely deliveries • Provide information to customers about the status of their orders • Oversee the suitable packaging material needed, including Consignment Note, and place order as needed 2) Inventory Management <ul style="list-style-type: none"> • Oversee the levels of company warehouse stock and place orders as needed • Maintain updated and accurate records of orders, suppliers, and customers 3) Stock Take and Inventory Audit with Finance Department and external auditor <ul style="list-style-type: none"> • Quarterly stock take • Half-yearly internal audit 4) Acceptance & delivery of goods (New or RMA) <ul style="list-style-type: none"> • QC, and condition check 5) Cross-departmental collaboration (Includes and is not limited to Product Assembly, Repair Centre, FE, Projects and/or Helpdesk) 6) Workplace safety and security, 5S is implemented <ul style="list-style-type: none"> • Responsible for ensuring the working environment is safe from hazards and not allowing unauthorized personnel to enter the working space without permission from the supervisor/HOD. 7) Report card presenter in Company Townhall session 8) Other tasks related to the division's key responsibility included product assembly and are subject to change when required
Additional Requirements	<ol style="list-style-type: none"> 1) To familiarize the ERP system process and the goods whereabouts 2) To adhere to the operation working hours to avoid service interruption to the supply chain procedures 3) Must be able to meet the physical requirements of the job which include, moving, maneuvering, lifting heavy equipment with appropriate tools, and working in confined spaces 4) Ability to work independently without much supervision 5) Self-development and improvement

The above Job Description and Scope of Duties are essential for the position and not exclusive. The Management reserves the right to amend, alter, modify, add or delete the scope as and when deemed fit to suit the Company's business operations.

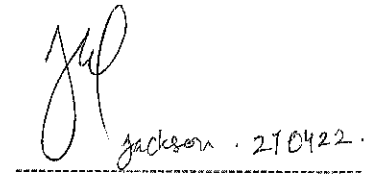
The position holder must perform and execute any given duties from time to time. Any grievances and/or ambiguity shall be referred to Chief Executive Officer for final deliberation.

Verified by:



Ellester Tong Kam Fai
Date: 25-Apr-2022

Accepted by:



Jackson Ramot
Date: 25-Apr-2022