

KRIDENTIA GROUP OF COMPANIES

Staff Name	Arif Ikhwan Bin Mustafa
Staff ID	PRTG20
Position Title:	Warehouse Operation Assistant (Protege)
Department:	Program Management
Company:	Kridentia Tech Sdn Bhd
Designation/Job Grade:	Executive
Job Category:	Administrative
Reporting Superior:	Mohd Nor Affandi Bin Mertadza
Location:	Location 1: BIOFIS Warehouse, The Place (Cyberjaya) – Ground Floor Location 2: Kridentia Tech Logistic Office, CBD2 (Cyberjaya) GF & LVL 1
Job Summary (Purpose of Job)	Responsibilities include Warehouse and Logistic Management, assisting the Warehouse Manager in deploying the new BIOFIS warehouse and getting the infra ready for business operation. The role also includes providing support to the Logistics Operation Team in the supply chain procedures, from receiving to allocating and relocating the goods to the designated warehouse, space and bin. It also includes assisting in packaging and delivery arrangements to the end client.
Job Description	<ol style="list-style-type: none"> 1) Warehouse and Infra readiness <ul style="list-style-type: none"> • Engaging, coordinating, standby and monitoring the appointed contractor to get the renovation job done as planned • Survey, POC, recommend the best solution or deploy the infra and ensure the business can be operated smoothly 2) 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 • Schedule arrangement with courier/forwarder service provider • Oversee the suitable packaging material needed, including Consignment Note, labels and place an order through the Warehouse Manager as needed 3) Inventory Management <ul style="list-style-type: none"> • Record, track, filing incoming and outgoing inventory • Oversee the levels of company warehouse stock and update the warehouse manager • Maintain updated and accurate records of orders, suppliers, and customers 4) Acceptance & delivery of goods (New or RMA) <ul style="list-style-type: none"> • QC, condition check, staging, and storing according to SOP • Locate/relocate the received goods to the designated warehouse, space and bin until the goods are ready to be shipped to the end client 5) Cross-departmental collaboration (Includes and is not limited to system staging, and housekeeping) 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

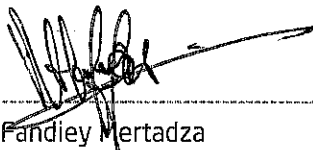
	7) Other tasks related to the division's key responsibility Included product assembly, and staging process and are subject to change when required
Additional Requirements	<ol style="list-style-type: none">1) To adhere to the operation working hours to avoid service interruption to the supply chain procedures2) 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 spaces3) Able to adapt in critical situations, executing critical thinking and problem-solving4) Ability to work independently without much supervision5) 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:

Accepted by:



Fandley Mertadza
Date: 18-Jun-2024



Arif Ikhwan Bin Mustafa
Date: 18-Jun-2024