

Job title	Warehouse Manager (Electronic Manufacturing)
Reports to	Director
Location	Pathum Thani, Thailand

Job Purpose

Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services; supervising staff.

Duties and Responsibilities

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Complies with federal, state, and local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Manage and drive work order material issuance and return processes with highest efficiency
- Controls inventory levels by conducting physical counts; maintains inventory control procedures; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts (ensure efficient space utilization); inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc)
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Liaise with transport companies
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
- Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed

Candidate Profile

Supervision, Developing Budgets, Safety Management, Managing Processes, Surveillance Skills, Inventory Control management, Reporting Skills, Analyzing Information, Equipment Maintenance, including the following:

- BS degree in logistics, supply chain management or business administration
- Proven warehouse management 10 ~15 years' experience in EMS environment
- Expertise in warehouse management procedures and best practices
- Proven ability to implement process improvement initiatives
- Strong knowledge of warehousing Key Performance Indicators (KPIs)
- Hands on experience with warehouse management software and databases

- Ensures adequate inventory of materials and products in accordance with inventory cycles and organizational philosophy.
- Coordinates and manages daily physical cycle counts
- Leadership skills and ability manage staff
- Strong decision making and problem solving skills
- Excellent communication skills

Approved by:	(on behalf of CEO)
---------------------	--------------------