

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Warehouse Supervisor	Department: Operation/Warehouse
<p>SIKA is a multinational company, with head office in Switzerland. 25,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 19 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</p>	

<p>SIKA has a strategic position to offer for a professional candidate who speaks <u>fluent English (English & Chinese is advantage)</u> with experience in construction / cement industry or fresh graduated.</p>	
Location	Phnom Penh, Cambodia
Reporting To	Supply Chain Manager/ Operation Manager
Overall Responsibilities	To manage and control the warehouse stock physically and electronically including its receiving, handling, storing, packing and issuing.
Key Tasks & Responsibilities	<ul style="list-style-type: none"> • To manage and control the stock: finished good, raw material, packaging, semi-finished good. • To manage the team of warehouse helpers. • To maintain the inventory system including inventory report to Operation Department. • To ensure that all concerned quality system procedure is followed as directed under the Quality System. • To ensure health & safety rules and Environment Management System are observed, especially to prevent any fire risks / robbery / unhealthy behavior. • To maintain warehouse in neat, tidy, good and safe condition. • To provide supervision and training to all warehouse staff according to their functions and skills. • To control the disposal of waste and make sure that it is in line with Sika's and legal requirement. • To make recommendation relating to warehousing service for improvement. • To keep confidential all company's business information and documentation. • To maintain the stock cards updated at all time for all the products stored. • Ensure that all ISO 9001 and ISO 45001 procedures are followed. • To perform other duties assigned by management.
Performance measured by	<ul style="list-style-type: none"> • The success of Sika in the project (achievement of target). • Recorded information to be accurate, up-to-date and timely.
Minimum requirements:	<ul style="list-style-type: none"> • Good English: ORAL and WRITTEN • Fluency in computers skills (Microsoft Office & stock control with Excel). • Education: university graduate or equivalent. • Experience: 3-5 years experiences including 2 year working in warehouse. • Hard-working, highly reliable, smart and interpersonal skills, able to manage a team of 4 to 5 persons
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Transport provided for work purpose • Experience in an International company and career perspectives • Growing Network in Construction Industry • Training / E-training

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