

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Logistic Supervisor	Department: Supply Chain
<p><i>SIKA is a multinational company, with head office in Switzerland. 24,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 18 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.</i></p>	

<p>SIKA has a strategic position to offer for a young professional who speaks <u>fluent English and Khmer</u> with min 3 years of experience in supply chain.</p>	
Location	Position is based in SIKA Factory, U-Express Logistic Hub, Phaum Prek Kampeus, Sankat Khan Dangkor, 12 401, Phnom Penh
Reporting To	Supply Chain Manager
Purpose	Ensure that all shipments (inbound & outbound) are in compliance to import and export rules and also local custom requirement as well as safety standard.
Main Responsibilities	<ol style="list-style-type: none"> 1. Control and process Sales requests (sales order log, invoicing,) 2. Liaise with accounts regarding invoice problem. 3. Maintain customer invoice filling system. 4. Keep confidential company's business information and documentation. 5. Be able to manage all transportation activities of Sika owned transportation vehicles as well as the coordination of freight forwarder 6. Continue improve for customer satisfaction on delivery service and reach OTIF 100%. 7. Sustain and maintain all required safety standards of Sika related to delivery, loading and unloading, and brief traffic safety. 8. Make sure proper daily truck arrangements are made for delivery based on customer plan and request date 9. Monitor and oversee truck arrangement and truck allocation and take necessary actions to prevent from late delivery. 10. Track and record of drivers attendant and the maintenance of all trucks and equipment are checked on a daily basis. 11. Ensure or educate the drivers conduct inspection and proper load liquid admixture to tanker, unload product with care 12. Well arrange with Warehouse to plan the loading and unloading on time. 13. Other tasks as assigned by managers,
Education Requirement	University graduate in Bachelor of Arts; Business Administration or related field.
Experience Requirement	<ul style="list-style-type: none"> • 2-3 years working experience in preferably in construction industry
Competence/ skills	<ul style="list-style-type: none"> • Strong analytical, business sense and problem solving skills • Strong leadership/ management/ team building skills • Good coordination/ interpersonal skills • Fluent in English
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Experience in an International company and career perspectives • Growing Network in Construction Industry • Training / E-training
How to apply	<ul style="list-style-type: none"> • Please send your CV to kaing.lina@kh.sika.com (Please subject the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for XxX) • Please add 3 references of trusted persons that can recommend you. • The position is available now, please check our website before sending your CV : www.sika.com/ www.sika.com.kh

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