

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Warehouse Supervisor	Department: Operation/Warehouse
<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 professional candidate who speaks <u>fluent English (English & Chinese is advantage)</u> with experience in construction / cement industry or fresh graduated.</p>	
Location	Sihanoukville, Cambodia
Reporting To	Commercial / KPM 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 perform other duties assigned by Factory Manager / Managing Director. • To maintain the stock cards updated at all time for all the products stored.
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.
<u>Minimum requirements:</u>	<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

SIKA (CAMBODIA) LTD.,

Legacy Business Center, Building #29 street 245 (Mao Tse Tong Blvd), Sangkat Tuol Tom Pong 2, Khan Chamkarmorn, 12308, Phnom Penh, Cambodia Tel: +855 23 901 450 / www.sika.com.kh

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
----------------	---

SIKA (CAMBODIA) LTD.,

Legacy Business Center, Building #29 street 245 (Mao Tse Tong Blvd), Sangkat Tuol Tom Pong 2, Khan Chamkarmorn, 12308, Phnom Penh, Cambodia Tel: +855 23 901 450 / www.sika.com.kh