

# Plant Operations Material Handling Operator - Temp Contract

## 담당 업무

The selected candidate will be an integral part of our CST Tire manufacturing plant's Plant Operations Department, located in Petaling Jaya, Selangor at our Raw Material Storage Warehouse (CMS):

### Core Responsibilities

1. Daily task to unload incoming goods.
  - Responsible to conduct physical inspection during receiving from supplier / production and ensure Items are in a good condition and report to Material Specialist and QM Lab team if goods are suspected damage.
  - To store and arrange incoming raw materials in the warehouse as per SOP requirement.
  - To ensure timely issuance of raw materials as requested by production.
  - To load schedule export goods and returnable items.
  - To ensure all goods received and deliver are scan by using barcode scanner.
  - To ensure handling of forklift as per safety SOP guidelines.
  - Responsible to monitor forklift maintenance and to ensure forklift in good condition
2. Warehouse operation duties:-
  - To ensure storage process followed as SOP guidelines.
  - To ensure on-time preparation and delivery of raw material to production according to requirement and reservation order
  - To ensure no shortage materials and report to Material Specialist if stock become minimum level.
  - To conduct weekly cycle count and ensure stock quantity tally with SAP quantity & Bin Management data.
  - To orderly arrange recycle pallets, return spools and metal pellets to facilitate ease of retrieval at designated area
  - To ensure warehouse in good clean condition and support all 5S activities.
  - To ensure activities and processes are complied with OHSAS 18001 and TS16949 as per details in the Safety & Environment Management System Manuals & Procedures.
3. Administration duties: -
  - To support clerical duties such as acknowledged receiving and issuance, processing documents into SAP system and filing works.
  - To perform daily inspection, as per LPA requirement.
  - Supporting yearly stock taking activities
  - To handle returnable items process and issuance of Goods Outward Docket (GOD).
  - To ensure CMS warehouse is lock during non-operation period
  - Ensuring that all goods are properly labeled according to procedure



직무-아이디  
**REF93248V**

지사  
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**Continental Tyre PJ Malaysia Sdn. Bhd.**

- Any other tasks assigned by superior or management

This position will be required to be filled by January 2026 for training and overlapping role activity.

### 지원자 프로 필

Qualified candidates should possess the following:

- Minimum SPM level certificate
- Industrial forklift driving experience min 1 year with min 2 years warehouse experience
- Basic computer literacy
- Minimum literacy BM and English

### 처우 조건

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### 기업 소개

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