

# Plant Operations Material Handling Operator - Temp Contract

## Tvoji zadaci

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



ID posla  
**REF93248V**

Lokacija  
**Petaling Jaya**

Liderski nivo  
**Leading Self**

Fleksibilnost  
**Onsite Job**

Pravno lice  
**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.

## **Tvoj profil**

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

## **Naša ponuda**

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## **O nama**

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