

Plant Operations Material Handling Operator - Temp Contract

หน้าที่ความรับผิดชอบในงานของคุณ

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



รหัสตำแหน่งงาน

REF93248V

ที่ตั้ง

Petaling Jaya

ระดับความเป็นผู้นำ

Leading Self

ความยืดหยุ่นในการทำงาน

ทำงานในบริษัท

นิติบุคคล

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

procedure

- 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.

โปรไฟล์ของคุณ

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

ข้อเสนอของเรา

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เกี่ยวกับเรา

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With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.

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