



WE ARE RECRUITING

WAREHOUSE ASSISTANT

ROLE AND RESPONSIBILITIES

- Verify orders prepared by attendants prior to delivery.
- For all deliveries ensure delivery notes are signed.
- Liaise with client for any uncollected orders, return of goods and any other issues.
- Process returns orders on D365 in a timely manner.
- Follow up all non-conformed products identified for actions.
- Monitoring all slow-moving products nearing expiry date (3months, 6months) and communicate to line manager
- Monthly report for damaged and expired items to be sent to line manager.
- Carry out stocktake on the agreed timeframe by the management.
- Manage requests via GMAO
- Carry stocktake as per inventory plan
- Communicate with line manager, procurement team and quality team for all raw materials with short DLC.
- Assist Procurement Officer for attendance and overtime planning of attendants/drivers.
- Ensure all records are correctly recorded and kept for Audit purposes

PROFILE

- Minimum Qualification – HSC
- At least two years of experience is required.
- Certificate in Store organisation & stock management course will be an advantage
- Proficient in Microsoft office (Excel, Word, Outlook, PowerPoint)
- Dynamic, detail conscious and well organized
- Rigorous and disciplined
- Good communication and interpersonal skills, with ability to communicate with assertiveness
- A reliable, Team player and a 'Can Do' attitude
- Knowledge of Microsoft D365 would be an advantage
- Promoter of animal welfare

Those interested are requested to send their application by April, 20, 2026
to the Human Resources department, Gentilly, Moka | Phone: 404 9000

Email: recruitment.avipro@eclosia.com

Only the best candidates will be invited to a job interview