	Warehouseman Job Description		Document Number: JD-OPS-09.08
	Department: Operations- VC & SC	Effective Date: July 25, 2018	Revision No 1

I Reason for Existence

The person is responsible for the supervision of all warehouse activities in compliance to the policies and procedures to achieve service excellence and execute proper storage and consolidation.


II Duties and Responsibilities

1. Accept cargo by weighing, measuring, counting and stacking cargo from trucker / customer for proper documentation and labelling.
2. Receive and store delivered cargoes in the warehouse by segregating according to destination, mode of shipment and schedule using FIFO system to meet customers' requirements.
3. Conduct physical inventory of both incoming and outgoing cargoes temporarily stored at the warehouse pending delivery/transfer to the consignee/carrier by performing daily count using the Daily Inventory Report to ensure all cargoes are well accounted for.
4. Check completeness of the customer-owned documents by reviewing details based on SOP for both incoming and outgoing shipment before final acceptance of the cargoes from the trucker / customer to be able to consolidate the cargo and prepare for documentation in order to move the cargo for transfer / delivery.

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5. Coordinate with Operations team any discrepancy or irregularities inside the warehouse by submitting discrepancy report and Incident report to immediate superior to make sure that information is disseminated for proper disposition.
6. Check the condition of both incoming/outgoing cargoes by inspecting the physical state and proper packaging in compliance with the standard requirement of Operations and Carriers.
7. Load / unload cargo by operating and driving the forklift and jack lift in order to move, store, stack and dispatch the cargo.
8. Maintain overall orderliness and cleanliness of the warehouse and safeguard the asset of the company by ensuring the presence of control at the warehouse premises and that no properties or asset of the Company are taken out of the warehouse premises without proper authorization in accordance with current company policies and procedures. Perform any other function as assigned by his/her immediate leader.
9. Perform any other function as assigned by his/her immediate leader.

III Minimum Qualifications

1. At least College Level
2. Licensed forklift operator.
3. Minimum of 2 years' experience on the position with similar job description
4. Good interpersonal skills

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