	<h1>Warehouseman</h1> <h2>Job Description</h2>		<b>Document Number:</b>  JD- OPS-09.14
	<b>Department:</b> Operations- BS	<b>Effective Date:</b> March 04, 2016	<b>Revision No</b> 0

### I Reason for Existence


The Warehouseman is generally responsible for the supervision of all warehouse activities. He is also responsible for the execution of day-to-day warehouse operational activities in compliance to the policies and procedures of the business unit. The warehouseman is also responsible to achieve and execute proper storage and consolidation.

### II Duties and Responsibilities

1. In-charge of receipt, movement, storage, and acceptance of deliveries of client cargoes in the warehouse.
2. Meet the desired planning and consolidation based on the agreed standard lead time and standard operating procedures approved by clients.
3. Ensure that physical inventory of both incoming and outgoing cargoes temporarily stored in the warehouse pending delivery/transfer to the consignee/carrier is being done on a daily basis by accomplishing the Daily Inventory Report Form. This will ensure that all cargoes will be accounted for in preparation of cargoes prior to transfer to carriers.
4. Check completeness of the customer-owned documents for both incoming and outgoing shipments 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.

**DDC:** *Please refer to printed files for signatures of approvers.*


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5. Act as liaison to other business units with regards to warehouse operational movements, status concerns that are warehouse related, requirements, and condition of cargo processed and handled by warehouse operations to make sure that general information for cargoes are disseminated to concerned parties.
6. Record and write down all the necessary information (weight, dimensions and the shipment details) of the cargo during receiving of all incoming and outgoing cargoes from truckers. The information is written in the shipper dimension form or proforma document to ensure that all shipment details are forwarded to the house waybill cutter to prepare for consolidation and labeling.
7. Check the physical state and condition of both incoming/outgoing cargoes before final acceptance from the trucker, prior or during consolidation, turn-over / transfer of cargoes to carrier.
8. Any dilapidated and worn out packages, cargoes that are not transport worthy should not be accepted. This will immediately be advised to the customer service team during acceptance. The customer service team will in turn shall coordinate with the client to determine the final decision if cargo will be accepted or returned to shipper.
9. Any cargo checked and identified or tagged as dangerous goods must be separated from normal cargoes. Proper documentation for dangerous goods must be checked prior to transfer to carriers so that the shipment will not be hampered and will be moved to meet on time delivery.
10. Conduct labeling and marking of the cargoes to make sure that all out-going and in-coming cargoes are properly segregated into the pallet by destination for proper consolidation and loading.

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11. Maintain overall orderliness and cleanliness of the warehouse. 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.

12. Perform any other function as assigned by his/her immediate leader.

### III Minimum Qualifications

1. College degree or equivalent is preferred but can also be a graduate of any 2 year course.
2. 1 year related functional experience in on a position with similar job descriptions or any logistics company or logistics related position.
3. Preferably knowledgeable in the use of Microsoft office programs specifically excel, word and power point.
4. Proficiency with computers and can learn use of in house warehouse related programs.

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