



# Process Specialist

## Job Description

Document  
Number:

JD-WHS-15.02

Department:

Warehouse

Effective Date:

March 04, 2016

Revision No

0

### I Reason for Existence

Responsible in creating operational process, standard operating procedures including assessment and improvements on the existing procedures. Ensure compliance of warehouse on SHEQ, GMP, GWP and GDP standards and provide support in achieving Warehouse Key Performance Indicators (KPI) and Service Level Agreements.

### II Duties and Responsibilities

1. Develop, configure and optimize operating & documentation procedures by conducting interview, walk-through and studying current processes to be able to document Operations Manual and to ensure smooth turnover from Transition team to Operating unit.
2. Propose and implement new procedures that could simplify existing process by conducting motions studies and audit of processes to improve quality of service.
3. Conduct assessment on Safety, Health, Environment and Quality (SHEQ), Standards and Good Manufacturing Practices (GMP) / Good Warehousing Practices (GWP) and Good Distribution Practices (GDP) by auditing, managing & documenting all nonconformity to improve the standards of Warehousing & Distribution Service.
4. Monitor work schedules and project timeline by conducting daily or weekly coordination meeting to ensure activities are within the timeframe.
5. Perform any other function as assigned by his/her immediate leader.

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

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### III Minimum Qualifications

1. Graduate of any 4 year course preferably business or IE course.
2. Minimum of 2 years' experience on the position or with related experience.
3. Good written and oral communications.
4. Working knowledge and understanding of WMS concepts.
5. Wide knowledge on MS Excel.
6. Proven problem solving abilities and analytical skills.
7. Strong attention to details and follow-through skills.
8. Effective organization and interpersonal skills.
9. Must have the ability to work independently.

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