

## **AMAZON COLOURS THAILAND WISHES TO EMPLOY A WAREHOUSE SUPERVISOR**

### **CORE PURPOSE OF THE WAREHOUSE SUPERVISOR JOB**

- Ensure that all Raw Materials are correctly received, organised, stored and extracted from the warehouse.
- Ensure that all Finished Goods are correctly stocked, arranged for dispatch to customers and delivered to the customers correctly and on time.
- Ensure that warehouse staff are fully trained and that all work instructions are correctly followed.
- Ensure that the warehouse is always neat, tidy, under control and all ERP / other documentation is completed & up to date.

### **RESPONSIBILITIES**

#### **Distribution function:**

- Receive all customer invoices and prepare for distribution.
- Ensure all customer invoices are pulled correctly.
- Ensure all invoices are loaded correctly.
- Plan the daily trip sheets with company driver.
- Manage external transporters.
- Ensure pallets are ready for distribution to the branches.
- Manage the company driver.
- Ensure all samples are sent to agents or customers.

#### **Receiving function:**

- Receive all incoming products – raw materials, samples, returned stock.
- Complete all necessary paper work for incoming products.

#### **Warehousing function:**

- Ensure that all products passed by QC are filled correctly.
- Ensure that all finished goods are packed correctly in the FG store.
- Ensure that stock rotation procedures are complied with.
- Manage warehouse assistants.
- Ensure batch cards are filled in correctly and sent to admin for costing.
- Manage finished goods stock take.
- Observe general housekeeping rules.
- Manage the general warehouse, cleaning of the warehouse, factory ablutions and cleaning of pots as well as managing the waste water treatment plant.
- Ensure that all distribution paper work is collated and sent to admin for processing.
- Decanting & transfer slips are filled in correctly and sent to admin.

#### **Health & Safety function:**

- Ensure company H&S compliance in areas of responsibility.
- Attend H&S meetings.
- Monitor the safety in the warehouse area and see that workers adhere strictly to procedures and guidelines to ensure a safe and healthy working environment.

- Supervise warehouse team to main good general housekeeping for the interior and exterior of areas of responsibility.

**General functions:**

- Prepare warehousing and distribution reports for steering committee meeting.
- Provide accurate stock take reports.

**QUALIFICATIONS**

- Thai Nationality, male, age preferably over 30 years.
- Bachelor Degree in logistics, supply chain management, or business administration or any related fields
- At least 5 years experienced in Warehouse or Logistics field and 3 years in supervisory level.
- Good knowledge of MRP / ERP systems.
- Strong people management & leadership skills.
- Accuracy / attention to detail.
- Excellent problem-solving skills as well as analytical skills.
- Good communication in English/Thai (spoken and written) and computer literate.

**IF YOU ARE INTERESTED IN JOINING OUR DYNAMIC TEAM, PLEASE SEND YOUR CV / RESUME TO:**  
[admin@amazoncolours.net](mailto:admin@amazoncolours.net)