

JOB DESCRIPTION – WAREHOUSE STAFF (Malaysia)

Contact:

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1. Position Overview

The Warehouse Staff is responsible for assisting in daily warehouse operations, including receiving, checking, packing, labeling, and dispatching goods. This position requires accuracy, teamwork, and responsibility to ensure smooth and efficient inventory flow.

Note: This position is open to Malaysian citizens only.

Training will be provided if you have no prior experience.

2. Main Responsibilities

Receiving & Stock Handling

- Receive and inspect goods upon arrival to ensure accuracy and quality.
- Verify quantities against delivery orders and record incoming stock.
- Label, arrange, and store goods neatly in designated areas.
- Assist in performing stock counts and report discrepancies immediately.

Packing & Dispatch

- Pick and pack products according to order lists accurately and efficiently.
- Prepare items for shipment (labeling, sealing, and checking quality).
- Coordinate with logistics and courier partners for daily dispatch.
- Maintain cleanliness and orderliness in packing areas.

Warehouse Operations

- Assist with loading and unloading goods as needed.
- Follow warehouse safety and hygiene standards.

- Report any stock damage, missing items, or safety hazards to the supervisor.
- Update stock records in the system accurately (including Haravan platform).

3. Qualifications

- Minimum SPM (High School) graduate.
- No experience required — training will be provided.
- Basic knowledge of warehouse operations or packing is an advantage.
- Must be able to use the Haravan system (training provided if unfamiliar).
- Physically fit and able to handle light lifting.
- Able to communicate in Malay and basic English (Mandarin is an advantage).
- Malaysian citizens only.

4. Working Conditions

- Working Hours: 8 hours/day, 6 days/week (shift-based if required).
- Work Location:
139-G, Jalan Permata 1/KS09, Pusat Perniagaan Bestari, Taman
Perindustrian Air Hitam, Port Klang, Selangor.
- Reports To: Warehouse Supervisor / Operation Manager.

5. Salary and Probation Terms

- Official Salary: RM 2,000 – RM 3,000 per month (depending on experience and performance).
- Probation Period: 2 months (as per the Malaysia Employment Act 1955).
- During probation, employees receive 90% of confirmed salary (approx. RM 1,800 – RM 2,700/month).
- All statutory benefits (EPF, SOCSO, EIS) still apply.
- The company may confirm, extend, or terminate the probation period with due notice as required by law.

6. Staff Benefits (Malaysia Standard)

Statutory Contributions

- EPF (Employees Provident Fund): Monthly contribution by both employer and employee.
- SOCSO (Social Security Organization): Coverage for workplace injury, illness, and disability.
- EIS (Employment Insurance System): Protection in case of job loss or retrenchment.

Leave Entitlements

- Annual Leave: 12 days per year (increasing with seniority).
- Medical Leave: 14 days per year (or more depending on length of service).
- Public Holidays: As per Malaysian calendar.
- Emergency Leave: Up to 3 days per year (subject to approval).

Training & Development

- Training Claims: Reimbursement for approved courses related to warehouse safety or skills.
- Internal Training: Provided for warehouse procedures, Haravan system use, and product handling.

Additional Perks

- Staff Purchase Discount on company products.
- Performance Review: Conducted every 6–12 months for salary and role evaluation.
- Career Growth: Potential promotion to Warehouse Leader or Inventory Coordinator based on performance.

7. Core Competencies

- Reliability and teamwork.
- Attention to detail and accuracy.
- Time management and discipline.
- Safety and cleanliness awareness.
- Willingness to learn and improve through training.