

**JOB RESPONSIBILITIES**

**TRANSPORTATION OPERATOR:**

1. To assist logistics to set up Transport operation in the South and in the North.
2. To perform Transport operation preparation for operational phase (Process, Domestic Transport contractor, Haulage contractor).
3. To control daily operation of Pre-Marketing and Operation phase.
4. To manage Transportation fleet (Truck, Domestic container, Haulage) to achieve Transportation KPI and report to FM and Manager.
5. To prepare working procedure, operation manual and training to be ready for operation phase.

**WAREHOUSE OPERATOR:**

1. To perform Warehouse Operation preparation (Process, Forklift, Contractor, Stuffing, , Storage area).
2. To assist warehouse foreman to control daily operation and warehouse contractor and improve WH service performance. Coordinate with shift supervisor to manage and handle warehouse activities and equipment in shift both pre-marketing and operational phase.
3. To daily operation KPI in a shift and warehouse contractor and improve WH service performance. Ensure that receiving/picking/loading activities is correct, safe, on time.
4. Propose to improve procedure, warehouse operation.
5. Others task as assignment

**WEIGHBRIDGE OPERATOR**

1. Support Weighbridge Foreman to set up Weighbridge operation during construction phase.
2. Perform shift operation of Weighbridge in operation phase to meet KPI of WB.
3. To perform operation preparation for operational phase (SOP & Operation manual, System, set up equipment).
4. Follow build up phase of Weighbridge software and complete User Acceptance Test before software go live.
5. Complete other jobs and tasks assigned by Foreman, Manager

**MATERIALS MANAGEMENT OPERATOR**

1. To assist logistics to set up Material Management Operation (Chemicals Store) for operational phase.
2. To perform Chemicals storage operation preparation (Process, Forklift, Contractor, Internal Truck, Storage area).
3. To control daily operation Chemicals Store Operation during Pre commissioning and Operation phase.
4. To be key user to contribute in SAP Hana phase 4 and MM application.
5. To prepare working procedure, operation manual and training to be ready for operation phase.



## **JOB DESCRIPTION**

**INTERNAL**

### **QUALIFICATION:**

Minimum College of AC/Logistics/Supply Chain/Transportation/SCM/Engineering/Business Administration.

### **WORKING EXPERIENCE:**

- Freshers are welcomed
- Experience in Transportation/Weighbridge/Warehouse is a plus
- Good attitude
- Positive thinking and work well under pressure or multitasks, Service mind.

### **COMPETENCIES/SKILLS:**

- Able to communicate in English
- Careful, reliable, good interpersonal skill, communication skill.