

Team Leader - General Logistics Operations Processing

Job Title	Team Leader		
Division	Logistics Division		
Department	General Logistics Department		
Section	General Logistics Operations Processing		
Location		Direct Reports	ler, Picker, Driver, Dispatcher and
Reports To	Project Manager	Version Number	1
External Relations		Guide Number	7060
Internal Relations	Operations/Logistics/Security	Job Code	

Basic Function

This position is responsible for the smooth running of Logistics operations. Proper inventory management with good warehouses practices, proper receipt and delivery of inventory. Also to monitor the Safety and Quality in the warehouse.

KEY Responsibilities

Core

- To achieve daily Inbound, outbound, storage and inventory targets in the Warehouse as per SLA. Adhere and implement the SOP. Overseeing all the warehouse activity.
- Tally and package the materials that finished picking, in charge of making of internal packing lists (P/L).
- Check the Orders in the WMS system to be picked. Allocation of Orders and picking plan daily to complete the picking process on time.
- Plan and manage the dispatch and delivery. Schedule delivery with customer and deliver on time.
- Deal with the exceptions happened during the material picking and processing.
- Double check the list of materials finished picking, guarantee the consistency between account and inventory.
- Arrange the material to the warehouse/ warehouse shelves and put in the matched locator.
- Maintain the cleanliness and tidiness in the Warehouse as well as the staff
- Inventory count on daily/weekly/monthly/yearly basis.
- Generates Reports for Inbound, Stock and etc. Share with manager/customer.
- Maintain the accurate inventory in WMS system vs physically.
- MHE maintenance and safety follow work instruction.
- Save and handle the inbound/out related documents.
- Ensure the day-to-day distribution operations are fulfilled.
- Lead a team to perform the daily operations to meet service level Agreement in SLA.
- Ensure tasks are performed safely and goods are handled in the correct manner.
- Work without less supervision and manage the team and customer.

- Monitor and manage the performance of the individuals in the team.
- Accomplishes warehouse human resource objectives by selecting, training, scheduling, coaching and disciplining employees; adhering to SMSA policies and procedures.

EHS

- Ensuring that all safety related equipment and systems, particularly firefighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times.
- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Adaptability	Level 3
Conflict Management	Level 3
Initiative	Level 3
Stress Management	Level 3
Teamwork	Level 3

Technical Competencie

Handling Customer Complaint Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Advanced

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

--

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
--

Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.
or
High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position
or
High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position
 *Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: