

Picker - Logistics Fulfillment Operations Processing

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|--------------------|---|----------------|---|
| Job Title | Picker | | |
| Division | Logistics Division | | |
| Department | Fulfillment Department | | |
| Section | Logistics Fulfillment Operations Processing | | |
| Location | | Direct Reports | |
| Reports To | Operations Supervisor – Logistics Division | Version Number | 1 |
| External Relations | | Guide Number | |
| Internal Relations | Operations, Customer Service and Finance | Job Code | |

Basic Function

Responsible for receiving, stocking, fulfilling & dispatching of fulfilment orders

KEY Responsibilities

Core

- Monitoring & maintaining records of fulfilment shipments.
- Assigning appropriate SKU's & adding the stock in WMS software.
- Updating customers, the stock status
- Ensure items are in the right place / Location.
- Fulfilling the orders from all warehouse locations according to the committed timeline.
- Handling package with additional care to ensure no damage / mishandling while processing orders.
- Acknowledge paper return and filling of records for all projects.
- Monitoring and ensuring files and file registers are maintained.
- Other task/job and other responsibilities requested by supervisor / manager on a time-to-time basis.

EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware of and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices.

Competencies - Professional and Technical

Behavioral Competence

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| Adaptability | Level 2 |
| Initiative | Level 2 |
| Teamwork | Level 2 |

Technical Competence

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| MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge | Intermediate |
| Package Handling Knowledge | Intermediate |
| Product Knowledge | Intermediate |
| SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, | 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

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

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: |
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| Updated by: | Date: | Approved by: | Date: |
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| Employee Name: |
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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.

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| Signature: | Date: |
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