

Clerk-Fulfilment			
Job Title	Clerk(Goods Dispatching & Receiving)		
Division	Operations		
Department	Operations		
Section	Fulfilment		
Location		Direct Reports	
Reports To	Supervisor – Operations	Version Number	1
External Relations	Customer	Guide Number	
Internal Relations		Job Code	

Basic Function

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

KEY Responsibilities

Core

- Coordinate for smooth clearance of inbound fulfilment shipment
- Assigning appropriate SKU's & adding the stock in 3pl software.
- Updating customers the stock status
- Ensure items are in right place / Location
- Fulfilling the orders according to the committed time line
- Follow-up with station for undelivered shipments & take necessary actions
- Ensure timely dispatch of domestic & international fulfilment shipments
- Applying proper scans
- Acknowledge paper return and filling of records for all projects
- Monitoring and ensuring files and file registers maintained
- Receiving shipments for value added services & maintaining proper documentation.
- Printing & pasting of AWB for value added services
- 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 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

Adaptability	Level 2
Initiative	Level 3
Teamwork	Level 2

Technical Competence

Forklift operating knowledge	Intermediate
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,	Intermediate

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:

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: