

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-830-2022
Company Name	Misk Foods and Atayeb
Industry	Food and Beverage Manufacturing
Vacancy	Warehouse Supervisor
Number of vacancies for that position	1
Job Type <i>(FT, PT, Contractual, Seasonal)</i>	Full Time
Major(s)	Accounting, Quality Management, Operations Management, Business Administration or any other relevant major
Degree	Bachelor's degree. Master's is a plus
Years of Experience	0-2 years or more
Location	Dlehta Area
Remuneration & Benefits	Negotiable
Currency (LBP, Dollar, Lollar)	Negotiable
Tasks & Responsibilities	<ul style="list-style-type: none"> • Prepare and complete warehouse orders for production, delivery or pickup according to schedule • Receive and process warehouse stock items • Perform warehouse inventory controls • Receive and process warehouse stock products (pick, unload, label, store) • Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship) • Keep a clean and safe working environment in the warehouse and optimize space utilization • Complete daily logs into inventory • Report any discrepancies

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- Communicate and cooperate with supervisors and coworkers
- Comply by keeping quality standards high for audits
- Control check the “Factory Operations Maintenance & Optimization List” (Internet Subscription, Electricity, Diesel’s Level in Tanks, Generator Weekly Maintenance, pickup maintenance and diesel, production capability, List of non-finished goods, List of orders, List of unpaid purchases, Employees Attendance Sheet, Overhead List, Machines weekly maintenance (oil, air pressure , lubrication, etc...)