

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-286-2022
Company Name	Confidential
Industry	Food industry
Vacancy	Warehouse Coordinator
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full-time
Major(s)	Business and management
Degree	Bachelor
Years of Experience	1-2 years
Location	Metn area
Remuneration & Benefits	NSSF + legal annual leaves
Currency (LBP, Dollar, Lollar)	N/A
Tasks & Responsibilities	<p>Mediterranean Food Manufacturer, located in Metn area, that provides its customers with unique recipes and diverse food related products. The company is Sedex certified; it is highly committed to contributing to the community through its corporate social responsibility activities; it also provides a family yet professional work environment for its employees, career growth opportunities, and full compliance with human rights.</p> <p>ROLE: Your role as a warehouse coordinator is to oversee all warehouse activities, coordinate and schedule the movement of products, including storage and shipment of finished products.</p> <p>I. <u>DUTIES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Check the quantities received against purchasing orders, supplier invoice and/or delivery note. • Report the lot numbers and expiry dates on received raw materials. • Inspect and check supplier's truck or container before any unloading activities, in addition to filling the necessary report. • Store all entry materials in the right place/zone as per GWP requirements.

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- Ensure that all movement of raw materials and packaging materials fall under a lot number.
- Coordinate with the Food Safety Team for traceability checking.
- Ensure that the quantity transported to production is the same as communicated by the Food Safety or Production departments.
- Coordinate with the Production and Purchasing departments concerning any incoming materials.
- Track raw materials and packaging materials shortages, and report it to the Production Manager and Purchasing Officer.

REQUIREMENTS

- Bachelor degree in Business management, logistics, or related field.
- 1-2 years of experience in a warehouse position.
- Excellent organizational skills and attention to detail.
- Ability to work under pressure.
- Thorough understanding of warehouse policies and procedures.
- Positive attitude and able to adapt to new changes.
- Ability to work without supervision and great direction.