



<https://unimanphil.com/job/admin-warehouse/>

Admin Warehouse

Description

The Warehouse Administrative Assistant handles all inbound and outbound appointments, and provides clerical support for warehouse and logistics management and supervisory staff.

Responsibilities

Inbound-related:

- Schedules inbound loads and enters them into the system.
- Checks all inbound receiving tallies to ensure accuracy for dollar totals, case totals and tally numbers.
- Files receiving copies at center along with necessary documentation. Submits receiving documents to central for proper handling.
- Receives all Purchase Orders and informs Quality material has arrived.
- Informs Procurement of any receiving problems or questions.
- Reconciles all invoicing issues related to purchase orders.
- Closes out all purchase orders in SAP.
- Retrieves daily reports off system every morning.
- Communicates to buyers any inbound freight that does not make their appointment for day scheduled.
- Helps receive UPS and FedEx shipments.
- Other duties as assigned by Management.

Outbound-related:

- Schedules outbound loads and enters them into the system.
- Assists in coordinating outbound shipments with 3PL warehouses
- Assists with compiling shipping documentation needed for freight forwarders and for customer invoicing.
- Retrieves daily reports off system every morning.
- Assists with inventory adjustments in SAP.
- Ensures the export shipments are closed out upon loading completion
- Other duties as assigned by Management.

Qualifications

- 1-3 years of relevant warehouse experience
- Computer proficient. ERP Software Systems preferred
- Experience with Microsoft Office

Hiring organization

UNI Manpower Resources and General Services Inc.

Date posted

August 14, 2019