



KERETAPI TANAH MELAYU BERHAD (225943-T)

Applications are invited from suitably qualified candidates with calibre to apply for the following position:-

CENTRAL STORE MANAGER (GRADE G05) (PROCUREMENT DEPARTMENT)

Job Responsibilities

- To ensure inventory stock level is kept at optimum level to avoid wastage and unnecessary capital tie-up;
- To ensure all activities or actions are done within the scope of authority, such as Financial, administrative and technical instruction set by the company;
- To pay utmost priority on safety and security issues pertaining to stock, facilities and personnel;
- To control inventory levels by conducting physical counts; reconciling with data storage system;
- To maintain warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- To maintain physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.

Requirements

- Minimum Degree in Finance/Business Administration/Management/Accountancy or equivalent; **OR**
- Minimum five (5) years working experience in Job Grade G06 in the same discipline.
- Good understanding of basic accounting concept.
- A mature individual with good working knowledge and keen interest in the respective subject. An effective team player;
- Strong written and oral communication skills with an ability to interact with all levels within the Company;
- Computer literate; Microsoft Words/Excel/Power point

I Interested applicants are invited to submit a complete resume (with references) stating your expected salary together with a copy of academic certificates and a recent passport size photograph (non-returnable) not later than **8 March 2019** to the following address. (Only short listed candidates will be notified).

**General Manager
Human Capital
(Staff Planning Unit)
Keretapi Tanah Melayu Berhad
Jalan Sultan Hishamudin
50621, Kuala Lumpur
Tel: 03-22631122 or 03-22631368/1312**

