

职位描述

Job Description

公司：图尔克（天津）传感器有限公司

Entity: TTS

职位名称：仓库管理员

Position Title: warehouse worker

汇报对象：仓库主管

Reporting to: warehouse supervisor

下属：无

Subordinate: 0

职位说明：

Position Specification:

仓库的日常管理，收发货物及定期盘点。

Day-to-day management of the warehouse, receive and dispatch goods. Periodic inventory stock-taking

基本职责：

Basic Accountabilities:

1. 负责货物的验收，即根据供应商箱单对货物的货号、型号、数量、外观进行核收。
Taking charge of checking for accepted goods and making sure the item No.、type、quantity、appearance of goods the same as packing list of suppliers.
2. 负责货物的摆放，即根据仓库系统建议库位进行合理上架摆放，并在系统中做入库处理。
Taking charge of lay out of receiving goods, it means according to system suggested location to placing good and releasing inbound operation in ERP system.
3. 负责货物的发出，即根据仓库系统出库单的要求进行取货，发货并在系统中做出库处理。
According outbound list, pick up accurate goods from relevant shelf and releasing outbound operation in ERP system.
4. 负责货物的装运，即根据订单运输方式要求，填写相应发货单据并与货代做交接手续。
According to the type of shipment, filing in B/L and contacting with shipment agent to do the handover procedure.
5. 确保仓库区域划分明确，帐、物、单据三者一致，库位准确，存货正确。
To make sure warehouse zone definition is clear and materials are accordance with documents and account booking in computer system.

6. 能熟练完成仓库的盘点工作。
Be responsible for the regular stock-taking.
7. 负责相关单据的存档。
Responsible for document archiving
8. 完成上级的临时工作安排。
Other work assigned by superior.
9. 认真做好仓库的安全、整理工作，包括：打扫，整理，检查火灾隐患，保证库存物资完好无损。
To do the safety and housekeeping work of warehouse, including cleaning, clearing up, checking the fire risk, to secure the storage in good condition.

关键衡量指标：

Key Measurements:

1. 及时准确处理货物接收和发运
To ensure timely and accurate deal with goods receiving and dispatching
2. 盘点差错率
Accuracy of inventory stock taking
3. 服务对象满意度
Customer Satisfaction

主要工作关系（外部和内部）

Principle Working Relations (both in Internal and External)

销售管理、生产
Sales Management, Production.

资格要求：

Qualification Requirement:

1. **学历要求**

Education Requirement

中专以上学历。
Technical secondary school and above

2. **工作背景要求**

Work Background Requirement

有一定的相关工作经验。

Relative work experience is preferred.

3. 技能要求

Skill Requirement

语言：基本的英文阅读能力

Language: Basic English reading ability

计算机水平：能熟练操作电脑。

Computer Skills: Basic Computer skills for work accomplishment.

4. 人格要求

Personality Requirement

工作耐心细致，具有团队合作意识。

Teamwork spirit, initiative, prudent and earnest

任职者签名：

Job Owner Signature:

备注：任职者签名表示同意并遵循所有职位描述的要求。任职者也自愿接受图尔克（天津）传感器有限公司管理层基于此职位描述对其进行的管理。

Remarks: Job owner's signature represent the owner agree all job description contend and is willing to follow the job description. The job owner also voluntarily accepts TTS management's right to manage him/her based on the job description.