

Store Assistant cum Van Driver

A Full time job of Music supply & retail base at Kayu Ara(near Damansara, PJ). Transporting and loading goods by company van, deliver items by motorbike to assigned destination. Handling packing, goods preparing and stock checking. Age 22-38, willing to work hard, follow instructions from superior with good personality & positive attitude.

Responsibilities:

- * Taking care of storage area, knowing well on the location of all stocks in warehouse.
- * To maintain a hygiene environment, upkeep tidiness & cleanliness of storage area.
- * Responsible on stock accuracy, stock take regularly in warehouse and also at the outlets.
- * To master SQL stock inventory system, ensure the record in system match with physical quantity.
- * Assisting in product packing, product preparation of online, dealer & outlets orders.
- * Handling goods delivery and courier, issuing bill and documents involved and filing.
- * Serve as porter, assist in loading & unloading goods onto vehicles and placing them in proper locations
- * Transporting goods by company van to assigned destination, in a timely manner when necessary.
- * In goods transportation, taking good care on deliver items in the vehicle or during loading time.
- * Follow instruction and report on daily operation & response to messages (Whatsapp) from the superior.
- * To undertake ad-hoc assignments or other related duties as assigned from time to time. .
- * Participating in company events or activity, such as festival, roadshow held by the HQ.
- * Candidate with positive attitude (willing to work overtime when & over the weekend when necessary).

Discipline and always puncture, responsible, honest, patient, friendly personality) are welcome to Whatsapp 010-298 1300 or Email to enquiry@guitarcollection.com.my

Working location: G-9 , Wisma KLH, No 968 , Jalan Kenanga, Kg Sungai Kayu Ara, 47400 Petaling Jaya.Selangor,

Requirements:

- Age 22-38.
- SPM or equivalent.
- Good driving records, D, E Driving license & valid GDL Van license.
- Able to navigate with GPS, Waze or Google map.
- Advantage to whom with computer knowledge.

Our Benefits

- EPF / SOCSO / EIS
- Medical Allowances
- PA & Hospitalize Insurance (after confirmed)

Benefit below will be given according to performance.

- * Performance Bonus
- * Discipline Allowances
- * Increments