



خدمت تيكنيكل دراج بروني  
Royal Brunei Technical Services

Job Code	REC.2021/01:MSC
Job Title	Warehouse Officer
Department/Unit	Logistics – Medical Supply Chain

**Responsibilities:**

- Supervise the receipt, dispatching and storage of pharmaceutical and consumable medical items in the warehouse.
- Oversee picking, storage, receiving, dispatching, security, maintenance, sanitation and administrative functions.
- Ensure the maintenance of company assets.
- Overseeing receiving, warehousing and distribution operations.
- Implementing operational policies and procedures.
- Implementing and overseeing security operations.
- Ensuring effective and safe use of warehouse equipment.
- Ensuring safety of staff.
- Maintaining documentation and keeping accurate records of warehouse activities.
- Maintaining awareness and knowledge of condition and location of fleet vehicles.
- Assisting with deliveries where required.

**Requirements:**

- Degree in Business Administration, Logistics or relevant field.
- Minimum five (5) years' experience in warehouse management.
- Excellent understanding of warehouse management procedures.
- Proficient knowledge of inventory and inventory controls.
- Ability to operate forklift effectively.
- Proficient computer skills.

**Key Competence Required:**

- Communication skills, both written and verbal.
- Outstanding leadership, organizational, multitasking and problem-solving skills.
- Strong people skills.
- Available to work extended hours.