



خدمت تيكنيكل دراج بروني  
Royal Brunei Technical Services

Job Code	REC.2021/01:CBW
Job Title	Warehouse Coordinator
Department/Unit	Cargo Warehouse Operation Services

**Responsibilities:**

- Monitor overall warehouse operational activities such as inventory management, brokerage service, customer service, border control transactions, etc.
- Oversee receiving, warehousing and distribution operations.
- Liaise with Royal Customs and Excise Department personnel and other relevant government agencies.
- Ensure the safety and maintenance of company assets.
- Produce operational and KPI reports.
- Monitor KPIs and provide progress updates.
- Conduct safety toolbox briefing to relevant team members.
- Produce and perform periodic reviews of standard operating procedures.
- Perform verification of customs duty tax prior submission in BDNSW system.
- Perform verification of sales orders and billing prior posting in ERP system.
- Assist Cargo Team Lead as and when required.

**Requirements:**

- At least 10 years working experience in freight forwarding industry.
- Excellent understanding of freight forwarding and warehouse activities.
- Proficient computer skills, especially Microsoft Office software.
- Completed at least 2 doses of Covid-19 vaccinations.

**Key Competence Required:**

- Strong communication skills, both written and verbal.
- Possess strong leadership, organisational, multitasking and problem-solving skills
- Strong interpersonal skills.
- Available to work extended hours.