

JOB DESCRIPTION – Spare Parts Warehouse keeper

Company

Benepack Belgium nv is part of the Chinese mother company COFCO Group. COFCO is a leading supplier of agro products. It is the largest food processing company in China with operations in over 140 countries worldwide.

Benepack Belgium is a startup and the first company in Belgium which supplies innovative, sustainable aluminum packaging solutions for beverage industries with world-class equipment and a strict quality control system.

Function

- Manage the spare part warehouse organization and space utilization
- Ensure the proper reception of parts
- Ensure the proper storage of parts and the management of locations
- Ensure and maintain proper inventory system and all parts issued/received are reflected immediately on to the SAP system daily
- Records all shipments of spare parts incoming and checks with the packing list
- Provides information of any excess, lose and damaged item
- Produce stock analyses, documents, and reports upon request of management.
- Ensure the proper delivery / transfer of parts
- Ensure systematically stock reconciliation
- Inform immediately to the management of any fact that can have serious impact on the Spare Part Store activity
- Assist in the management of raw and auxiliary materials warehouse
- Other work in the logistics department

Requirements

- Minimum 1-year relevant experience in a position of warehouse management
- Good organizational skills
- Familiar with warehouse management system
- Relevant trainings in mechanical works, or in in supervising spare parts /tools is an added advantage
- An excellent knowledge of MS office and related software
- Fluent in Chinese and English. Dutch is a plus.

Contact

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