



INVENTORY HANDLER II SAN FERNANDO BRANCH

The Inventory Handler II is responsible for ensuring the efficient and accurate handling of inventory, with a focus on enhancing operational processes, mentoring staff and maintaining high standards of safety and inventory accuracy.

MAIN TASKS

- Lead the accurate picking and packing of spare parts for customers and internal orders, ensuring timely dispatch and adherence to quality standards.
- Supervise and assist with loading and unloading delivery trucks and containers, verifying orders for accuracy.
- Management of shipments for receipt at the warehouse, ensuring all documentation is accurate and completed within a 24-hour period.
- Operate forklifts and other material handling equipment, ensuring compliance with safety requirements.
- Oversee the verification of invoices against all incoming shipments including foreign and local deliveries ensuring compliance with documentation standards.
- Ensure all items are binned within the stipulated timeframe and in accordance with standard operating procedures.
- Monitor and manage inventory discrepancies and defective parts.
- Communicate with parts procurement team to plan and prepare staging areas for local deliveries from suppliers and vendors.
- Collaborate with the parts management team to develop and implement inventory control procedures and kaizen initiatives at the warehouse.
- Adhere to all safety guidelines, participating in safety audits and toolbox meetings to promote a culture of safety.
- Perform other related duties as assigned by management.

EDUCATION & QUALIFICATIONS

- 5 CXC O' Level passes including Mathematics & English.
- Proficient in Microsoft Office specifically Excel and Word.
- Ability to read and interpret documents such as invoices and department manuals.
- Ability to lift up to 50 lbs.
- This position requires frequent standing, walking, kneeling, squatting and bending.
- Excellent customer handling skills.

HOW TO APPLY

Applications can be sent to careers@toyota-trinidad.com.