



## **INVENTORY HANDLER I SAN FERNANDO BRANCH**

The Inventory Handler is responsible for supporting all warehousing operations focusing on accurate receiving, storing and dispatching inventory. The incumbent is required to pay attention to detail and be committed to maintaining a high standard of inventory accuracy and management.

### **MAIN TASKS**

- Accurately handle spare parts for customers and internal orders, ensuring timely dispatch and adherence to quality standards.
- Assist with loading and unloading trucks and containers and verifying orders for delivery.
- Verification of invoices against physical parts to and from suppliers and inter-branch transfers when necessary.
- Prepare and scan shipments for receipt at the warehouse, ensuring all documentation in accordance with received parts are accurate and completed within 24-hour period.
- Organize and categorize parts for retrieval based on demand and class.
- Monitor and manage inventory discrepancies and defective parts.
- Manage overflow effectively while ensuring compliance with FIFO practices.
- Labeling of inventory items with barcodes or tags to facilitate tracking.
- Utilize ERP inventory management software and computer systems to view or input inventory data.
- Communicate effectively with parts procurement team to plan and prepare staging areas for local deliveries from suppliers and vendors.
- Strict adherence to PPE requirements for warehouse operations and adherence to all safety guidelines to promote a culture of safety.
- Perform other related duties as assigned by management.

### **EDUCATION & QUALIFICATIONS**

- 3 CXC O' Level passes including 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](mailto:careers@toyota-trinidad.com) by February 10, 2026.