



INVENTORY HANDLER I SAN FERNANDO BRANCH

The Inventory Handler I 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 by **September 11, 2026.**