



## RECEIVING & DISPATCHING CLERK SAN FERNANDO BRANCH

The Receiving and Dispatching Clerk oversees inbound-outbound warehousing operations and verification of all orders and goods delivered or received at a major Spare parts warehouse.

### MAIN TASKS

- Check and verify invoices against parts issued and received both foreign and local.
- Check notifications and prepare invoiced parts for delivery to customers.
- Prepare parts shipments for receipt at Central warehouse.
- Assist warehouse clerks with warehousing activities on demand, binning, picking, tagging.
- Ensure FIFO movement for batteries, bin location management, overflow management and defective parts tracking and reporting are implemented.
- Verify goods for outbound deliveries.
- Schedule deliveries according to demand and priority.
- Ensure pick tickets and invoices are accounted for and filed daily.
- Ensure parts are returned to the warehouse are in saleable condition.
- Manage various monthly reports.
- Report all stock receiving and dispatching discrepancies daily.
- Conduct daily perpetual stock checks as per count schedule.
- Participate in stock count preparations for mid-year and year-end stock counts.
- Maintain a clean and tidy work environment in accordance with Toyota's standards.
- Ensure all warehouse safety guidelines are adhered to.
- Conduct housekeeping in line with the organization's policies and procedures.
- Manage and maintain general warehouse equipment/tools/scanners.

### EDUCATION & QUALIFICATIONS

- Five (5) CXC O' Level subjects including Mathematics and English.
- 2 years' working experience in a Warehouse.
- Certificate in Inventory Management would be an asset.
- 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.
- Computer literate.

### HOW TO APPLY

Applications to be sent to: [careers@toyota-trinidad.com](mailto:careers@toyota-trinidad.com) no later than **August 19, 2024**.