

Open position: warehouseman

Comtel Israel is looking for a warehouseman with extensive experience in managing a Computerized warehouse.

Job description:

- Full responsibility for inventory management and storage
- Warranty on receipt of goods from suppliers, initial receipt, inventory adjustment tests for delivery and shipping documents
- Verify document's reliability of private records of shipments of incoming or outgoing goods from the warehouse
- Receiving priorities for delivery to customers and work instructions for execution from the Purchasing Department
- Creating invoices and delivery notes in a computerized system for delivery to the customer
- Responsibility for delivering goods to the customer and filing delivery documents
- Unloading and arranging goods from pallets, unloading pallets from trucks and packing pallets for transport
- Inventory collection and packaging into a production kit
- Production of inventory reports and analysis of supply reports, work according to FIFO and examination of inventory capitalization
- Issuance of AIR Way Bills
- Perform periodic inventory counts
- Warranty for disposal / destruction of damaged or used goods.
- Updating current inventory of the warehouse
- Order and organization of the warehouse for the next day

Direct Manager: Warehouse Manager

Interface: Working with a number of departments: Operations, Procurement, Production, Marketing

Training: Priority for a graduate of a computerized warehouse management course with experience in warehouse management

The nature of the work: strenuous physical work - most of the work is performed standing or moving from place to place in the warehouse, removing and returning goods from the shelves, building the loading surfaces and the like.

Promotion options!

Good social conditions for suitable people for the job!



Requirements:

- Scope of work: full-time, Sundays-Thursdays between the hours of 8: 00-17: 00 with a willingness to work overtime.
- At least one year of experience in working in a computerized warehouse is required (example: Sap, Priority, etc.)
- Neat, thorough in his work and punctual, high work ethic, loyal and enterprising.
- Technical knowledge - an advantage

Languages: Hebrew, English - at a good level

Salary expectations should be noted on the resume. The position is intended for both women and men.

CVs should be sent to: yafit@comtel.co.il