



## ***Junior Warehouse & Procurement Controller***

### **Job description**

- Operate and manage warehouse of raw materials and finished goods.
- Address location for all goods.
- Manage capacity of finished goods warehouse. Order shipping collection in accordance with production plans. Confirm that actual shipping of finished goods matches production plans.
- Conduct inventory. Manage and ensure inventory accuracy. Investigate root causes of mismatches.
- Issue purchase orders of raw materials under procurement plan. Confirm that actual procurement matches planned procurement. Ensure raw material sufficiency for on-time production. Support planning of procurement.
- Maintain good communication and provide reports to managers. Ensure quick communication with managers when problems arise. Always confirm decisions with those in charge before taking action.
- Manage relations with subcontractors and outsourced warehouses to ensure accurate inventory control.
- Use ERP system to ensure accurate control of company assets and control stock.
- Support procurement of new raw materials. Communicate with new suppliers and discover new supply chains. Maintain existing supplier relations and communicate for on-time delivery.
- Provide support with exporting and importing materials and goods. Draft documents that are required for customs and submit to manager for approval.

### **Job experience**

- Minimum 3 years of experience in warehouse controlling activities and/or procurement controlling activities
- Experience in issuing documents related to purchase orders
- Experience in issuing addresses within warehouses
- Experience in issuing documents related to the import and export of goods
- Inventory experience

## Core values

- A sense of engagement and responsibility towards Spiber's projects
- The ability to commit to the team's mission over individual interests
- The capacity for flexibility in the pursuit of maximizing the team's performance
- Willingness to step outside individual areas of specialization
- An appreciation for new experiences and challenges
- Ability to deliver and share our company's culture and image
- Ability to work under pressure and react to an ever-changing environment

## Requirements

- English proficiency (equivalent to TOEIC score of 700 or higher)
- Must hold a driving license (no car or bus service available)

## Preferred experience/skills

- Experience in ISO 9001
- Advanced communication and negotiation skills
- Ability to work independently and collaboratively

## Number of positions

- 1 position

## Location

- Eastern Seaboard Industrial Estate in Rayong, Thailand

## Start date

- ASAP

## Salary system

- Approximate range of total monthly package: 40,000-65,000 bahts/month (dependent on experience; no bonuses or other allowances)
- Our company uses a self-declaration salary system, in which applicants decide their own salary and the salary is disclosed to all company members. More about our way of thinking about salary at Spiber can be found here: <https://www.spiber.inc/en/join/>

### **Overtime pay**

- Provided

### **Probation period**

- 119 days

### **Work hours**

- 8 hours per day, 40 hours per week

### **Holidays**

- 2 days off per week

### **Paid vacation**

- 12 days per year

### **Social insurance**

- Standard social security fund (SSO)

### **Employee benefits**

- Group insurance (life insurance, accident insurance, IPD)

## ***About Spiber (Thailand) Ltd.***

Founded: November 21, 2018

Team: 40 members (as of Jun 2021)

Registered Capital: 2,900,000,000 baht

Business Domain: Protein fermentation and purification; research, development, and testing of production methods and technologies; knowledge transfer to other plants

Location: Eastern Seaboard Industrial Estate 300/155 M.1 T.Tasit, A.Pluakdaeng, Rayong, 21140, Thailand

Managing Director: Keisuke Morita

Board of Directors: Keisuke Morita, Toshimasa Asai, Yu-Hsuan Miao