



Warehouse & Procurement Controller

Job description

- Operate and manage warehouse of raw materials and finished goods
- Address location of all goods
- Manage capacity of finished goods warehouse and order shipping collection
- Conduct inventory, manage and ensure inventory accuracy, and 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, and support planning of procurement
- Maintain good communication and provide reports to managers, ensure quick communication with managers when problems arise, and always confirm decisions with those in charge before taking action
- Contact subcontractors and outsourced warehouses to ensure accurate inventory control
- Use ERP system to ensure accurate control of company assets and control stock
- Provide support with importing and exporting goods and materials
- Other duties that may be assigned as deemed appropriate by your superior

Job experience

- No experience requirements—high-motivation and a willingness to continually make efforts to improve your performance is required

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

- Vocational school degree or higher
- English skills: Basic skills for communicating via email (TOEIC score of 500 or over is preferred)
- Must hold a driving license (no car or bus service available)

Preferred experience/skills

- Clear and polite communication and negotiation skills
- Ability to work both independently and collaboratively

Number of positions

- 1

Location

- Eastern Seaboard Industrial Estate in Rayong, Thailand

Start date

- ASAP

Salary system

- Approximate range of total monthly package: 20,000-45,000 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)
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About Spiber (Thailand) Ltd.

Founded: November 21, 2018

Team: 42 members (as of Apr 2022)

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: Toshimasa Asai, Yu-Hsuan Miao, Takayuki Muro