

Store Clerk

Puchong, Selangor

Department	Reports to	Full Time / Part Time
Production	Store Manager	Full Time

Why this Role matters

The **Store Clerk** is responsible for the efficient handling, storage, and issuance of materials, tools, and components within the factory or warehouse. This role ensures accurate inventory management, supports timely availability of materials for production, and maintains orderly and compliant store operations.

The Store Clerk works closely with the procurement, and production teams to ensure stock accuracy, prevent shortages, and support smooth operational flow. Attention to detail, organizational skills, and familiarity with inventory systems are essential for success in this position.

Where You'll Make an Impact - Key Responsibilities

- **Material Receiving & Inspection** – Receive incoming materials and verify quantities and specifications against purchase orders and delivery documents.
- **Inventory Management** – Maintain accurate stock levels in inventory systems (manual or ERP) and conduct periodic stock counts and reconciliations.
- **Material Issuance** – Issue materials, tools, and components to production teams as per requisitions or job orders, ensuring proper documentation.
- **Storage & Organization** – Store materials in designated areas following proper stacking, labelling, and safety procedures to ensure easy retrieval and loss prevention.
- **Documentation & Recordkeeping** – Maintain up-to-date records of receipts, issuances, stock transfers, and returns; prepare daily or weekly stock reports as required.
- **Coordination with Departments** – Communicate with procurement and production teams to report shortages, overstock situations, or material discrepancies.

- **Store Cleanliness & Safety** – Ensure the store area is kept clean, organized, and compliant with health, safety, and environmental standards.
- **Support in Stock Audits** – Assist in internal or external stock audits by providing documentation and supporting physical verification processes.

Are You the One? Here's What We're Looking For

- SPM/STPM or equivalent; additional certification in storekeeping or inventory management is a plus.
- 1–3 years of experience in a warehouse/store role, preferably in a manufacturing environment.
- Basic knowledge of inventory systems, stock control principles, and ERP software.
- Familiarity with electrical or mechanical components is an advantage.
- Good organizational, communication, and time management skills.
- Physically fit and capable of lifting materials and operating store equipment (e.g., pallet jacks, trolleys).

Why Us?

At **SRS Power Engineering Sdn Bhd**, we believe that great careers are built where innovation meets dedication. Since our founding in 2002, we have established ourselves as one of Malaysia's leading specialists in medium and low voltage switchgear solutions, delivering safe, reliable, and smart power distribution systems. Guided by our vision to be at the forefront of switchgear technology, we are committed to providing exceptional value through innovation, quality, and service excellence.

Joining our organization means becoming part of a professional and collaborative environment where individual contributions are valued and play a vital role in our collective achievements. If you are ready to contribute your skills to a company shaping the future of power distribution, we invite you to explore your career with us and help us power tomorrow.

We offer a competitive salary, a comprehensive benefits package, and the opportunity to work alongside a dedicated and experienced team. If you have a background in switchgear and related fields, we'd love to hear from you!