

Warehouse and Logistics Assistant

Description

Key Responsibilities:

- Receive, inspect, and document incoming and outgoing deliveries
- Maintain accurate inventory records using Google Sheets
- Coordinate with delivery teams, suppliers, and internal departments
- Monitor stock levels and prepare inventory reports
- Assist in organizing and labeling warehouse items
- Help conduct physical inventory and reconcile discrepancies
- Ensure proper handling, storage, and cleanliness of warehouse items
- Track shipments and update logistics schedules in Google Calendar/Sheets
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Qualifications:

- Bachelor's degree or vocational course in Logistics, Business, or related field
- At least 1–2 years of experience in warehouse or logistics operations
- Proficient in Google Suite (especially Google Sheets and Docs)
- Strong attention to detail and organizational skills
- Physically fit, responsible, and able to work independently or with a team
- Basic knowledge of inventory control and delivery processes

Hiring organization

Trion Group of Companies

Date posted

July 12, 2025