

Job Title: Warehouse/Operations Assistant (2022 Internship)

Issue date: January 2022

Location: Taichung

Purpose:

The Warehouse Assistant reports directly to the Warehouse Manager for day to day works. The assistant will support the Warehouse manager in for planning and managing logistics, warehouse and transportation including customer services of all vessel and project stock and equipment. As well as assisting with all equipment including PPE used by the organization, duties include but are not limited to purchasing of new equipment with the support of the ERP digital system and assisting with maintenance /repair, inventory, transportation, storage and cleaning of Equipment.

Key Deliverables:

- Conducting administration duties such as booking travel and accommodation.
- Applying for visas for any incoming foreign technicians.
- Stock management and responsible for overseeing distribution to various locations.
- Assisting with all Equipment ensuring its inspected, certified, maintained /repaired, checked in or out on the inventory, transportation, storage and cleaning.
- Assisting with the running and the overall management for the CWind Stores, Logistics and Equipment function.
- Recording detailed inspection onto the company's system.
- Liaise with other department managers and co-ordinate their requirements to ensure optimal utilisation of resources
- Resolve problems that arise during daily work activities in an open and efficient manner.
- Working with the company's systems, E.g. Crewsmart and ERP
- Travel as required to support the company including out of hours work.

Qualifications/Skills/Experience

Required

- Ability to prioritise workload and effectively complete tasks
- Excellent written and spoken communication skills.
- Driving licence and Passport.

Ideal

- Highly developed Organisational Skills
- Ideally experience in offshore wind.
- LOLER inspector (training can be given)
- PAT Test certification (training can be given)
- Electrical / Mechanical background