



# 仓库文员


## 工作职责:

1. Responsible for key in data into SAP system for incoming / outgoing. 负责仓库进出库单据及时录入SAP系统。
2. Ensure accurately booking 确保录入信息准确。
3. Timely communication with related person for any issues, make sure work running well. 及时与相关的人员沟通, 确保
4. Keep/archive documents tidy, in order to support on the traceability. 确保单据整理整齐有序, 以便后续追踪。
5. Supporting on the warehouse inventory taking. 协助仓库的库存盘点工作。
6. Other tasks assigned by department leader. 部门领导下达的其他工作

## 任职资格:

1. 一年以上仓库记账员工作经验。  
1year above warehouse clerk experience
2. 了解仓库工作流程, 有一定的报表统计知识  
Familiar with warehouse working process, have certain knowledge about statis. & reporting.
3. 有责任心, 工作积极主动, 有调理性。  
Ability to work self-responsible, working hard, proactive
4. 熟练电脑操作, 懂ERP/ SAP系统  
Skill at PC operation, familiar with ERP/SAP system.
5. 能适应倒班(白夜班), 三班两运转(上四休二)

备注: 满足以上招聘条件及有意愿者请发送简历至: [office@pollmann.cn](mailto:office@pollmann.cn)  
这个岗位工作地址在中国昆山(我们工厂距离上海约60KM)

 Insofar as personal names are given only in masculine form, this applies equally to women and men.



create your future with us!

**POLLMANN MECHATRONICS (KUNSHAN) CO., LTD.**  
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