

KEMET is a leading global company with an excellent reputation in the capacitor industry. Our vision is to be the world's most trusted partner for innovative component solutions. We are talent oriented, we believe the math must work, we demand speed, we provide unparalleled customer experiences, we exhibit ethics and integrity, we require no politics, we stand as One KEMET, we lead material innovation, we protect our environment. Our mission is to help make the world a better, safer and more connected place to live.

We want to attract individuals with a global mindset who are innovative thinkers and who have a passion for performance excellence. We are looking for self-motivated, proactive individuals with a good sense of professional responsibility and work ethics for the position:

Warehouse Shipping Specialist

Main Responsibilities

- Ensure that there is a sufficient inventory to meet the organization's needs by ordering products; and managing out-of-stock over-stocked products;
- Enter data into a database or other computerized system to maintain up-to-date stock records; retrieve stored information; respond to enquiries (for example on inventory levels or delivery schedules.);
- Monitor warehouse activities to ensure that goods are stored correctly, and safety and warehouse space is used efficiently;
- Monitor the effectiveness of operating procedures, space utilization, and protection of equipment and make recommendations for improvements;
- Prioritize and assign tasks to ensure that the team's resources are used effectively, and that work schedules and targets are met;
- Supervise staff to ensure that all warehouse activities, and all machines and equipment operated, safely;
- Train new workers in the organization's operating procedures and standards.

Required Qualifications

- A minimum of high school diploma;
- Strong English – Multi-lingual is an asset;
- Proven work experience as a warehouse shipping specialist;
- Personal skills and competences: Accurate, Flexible, Honest, Independent, Organized, Responsible, Written and verbal communication, Time management (organization);
- Technical skills and competences: Oracle, ETBF, MESS, Writing procedures, Knowledge transfer, Commercial awareness;
- Organizational skills and competences: Planning, Organizing the work, Communication and managing conflicts, Problem solving, Making decisions.

If you are interested and have the required knowledge and skills, please send your application (**CV and Cover Letter**), by 24th January 2021 with subject line **Warehouse Shipping Specialist** to: macedoniacv@kemet.com