



**Heinemann**  
Asia Pacific

## Warehouse Manager

Based at Hong Kong

### About the Company

We are a European travel and retail company established in Singapore in 2010. Our group has over 130 years of experience in international Duty Free and Travel Retail, stretching from distribution over retail onto high-end logistics solutions. We operate over 230 stores at 125 airports in 47 countries. We have expanded our travel retail business in the Asia Pacific region and we are currently looking for a Warehouse Manager to support our upcoming retail business in Hong Kong.

The role will be reporting to the General Manager and will be working very closely with the Retail Operations Manager. The Warehouse Manager will plan and manage the performance outputs of the airport warehouse, ensuring smooth and efficient running of processes, as well as engaging and supporting the team members as needed.

### The successful candidate is expected to

- Manage and lead team members to produce best and reliable performance of outputs
- Responsible for the inbound and outbound management of stocks
- Ensure the smooth and efficient processing of stocks by achieving turnaround benchmarks
- Manage the coordination with 3PL providers for inbound shipment into airport warehouse
- Manage the distribution of goods from airport warehouse to all stores
- Replenish orders and manage processes and team
- Ensure compliance with airport customs' compliance, permit and access application
- Manage general reporting and escalating matters requiring the GM's attention in timely manner
- Monitor and ensure proper documentation of processes and procedures
- Process breakages and returns efficiently
- Development and implement improvement in all processes linked to function
- Manage warehouse operation in line with pre-set budget
- Ensure that workplace is safe and compliant to legislative requirements, including the health and safety of all team members

### Profile

- Has more than 7 years of experience in logistics and warehouse management preferably in an airport environment
- Has prior experience in using SAP
- Has strong knowledge of MS Office applications
- Has excellent leadership skills
- Understands the criticality and importance of time
- Is proactive in finding solutions while continuing the business
- Has in-depth exposure to inventory management system
- Has good knowledge of material and goods
- Can speak well in Cantonese, Mandarin and English
- Preferably with a driving license i.e. Class 3 for small 10 to 14 footer trucks