



# WE'RE HIRING!

## WAREHOUSE - QUALITY CONTROL ASSISTANT

### JOB DESCRIPTION

- College Graduate or Undergraduate, business related or with courses correlated to quality inspection.
- With at least 1 year experience in quality control or receiving items in warehouse retail, manufacturing or in any line of business
- Proven experience as quality inspector or relevant role gain further understanding jobs and tasks.
- Can work closely to superior to resolve issues on the products for physical inspection.
- Punctual, very keen to details
- Willing to be trained and with patience.
- Willing to extend working hours and duty during holidays.

### DUTIES AND RESPONSIBILITIES

- Create reports documenting errors and issues for fixing
- Inspect all items received from imported suppliers to ensure quality products for put away and preparation for release for outlets, and online and dealers order.
- Time Management to ensure adequate time to complete task to desired standard.

Send your resume at [hrassistant@jbmusic.com.ph](mailto:hrassistant@jbmusic.com.ph)