



## Warehouse Manager Houston, Texas

### About the Marlink Group

In today's world, connecting our customers' businesses and assets in the most remote and challenging locations has never been more important.

As a true partner to our global customers, we provide smart network solutions that connect people and assets around the globe and in all markets where traditional connectivity cannot be achieved or is not available.

As an internationally active and well-known group with more than 1300 colleagues working in more than 30 locations, we help our customers in industries including Shipping, Energy, Humanitarian to run their business remotely in ever smarter, more profitable and sustainable ways.

### Your Mission

Under direct supervision, you will perform manual and clerical duties related to the shipment and receipt of materials, supplies, equipment, and finished products.

- Monitor inventory and rental asset material stock levels, generate Sales Orders to order new materials as required.
- Perform inventory movement transactions in AX12
- Perform receipt of all open purchase orders for goods in AX12
- Issue inventory and rental asset materials as requested by internal departments
- Perform annual inventory count
- Receipt of new inventory
- Receive and monitor inventory levels
- Perform goods receipts for physical goods on US Pos
- Ship as needed both foreign and domestic
- Perform shipments within export/import compliance

### Main Tasks

- Responsible for domestic and international shipments within assigned region
- Coordinate with Trade Compliance team as needed in preparing accurate Bills of Lading, Commercial Invoices, and Air bills to meet import/export requirements
- Communicate with local carriers, freight forwarders, import brokers, ocean carriers, and airlines to ensure prompt pick-up and delivery of shipments
- Assist with tracking and communicating shipment status to the proper internal and external stakeholders/channels as needed
- Participate in the analysis of missed shipments to determine root cause(s) and ensure no repeat scenarios
- Review and approve of shipping documents (e.g., packing slips or delivery notes) and check against the original authorized PO (if PO is required) to confirm goods are complete before entering receipts. For Pos for goods and services, coordinate with the Service Requestor to get the required evidence the services were installed, delivered, or otherwise completed to facilitate the invoice approval process.

- Responsible for the repair of inventory and rental asset components, price quotes, Sales Order generation, tracking, shipping, and receiving
- Maintain warehouse cleanliness
- Operate in a safe manner to meet company safety standards
- Participate in logistics optimization opportunities and process improvements
- Participate and comply with Trade Compliance Documentation Audits
- Request copies of importer custom reports for all imports and exports made within assigned regions.
- Spot review and request backup of documents including export/import audit sheets and all documents created provided for exports

### Qualifications & Professional skills

- Detail oriented, well organized and self starter
- Min 2+ years relevant work experience in warehousing/logistics
- Prior experience supporting energy services Onshore/Offshore and/or telecommunications operations strongly desired
- Possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and attend meetings
- Must have the ability to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone
- Must be willing to work overtime if required

## Interested?

Please send your motivation letter & CV to [hr.inc@marlink.com](mailto:hr.inc@marlink.com)

### Attitude & Interpersonal skills

- Work under pressure
- Can take appropriate decision making when required
- Structured and systematic working methods
- Positive and result oriented
- Resilient and able to work in tight timescales and business critical constraints
- Demonstrate strong commitment to quality and adherence to practices, procedures, and scheduling deadlines
- Team player with ability to develop and enhance strong relationships
- Ability to adapt to changes in an environment of continuous developments

### Our Commitment

In addition to implementing the ten principles of the [UN Global Compact](#), we have also signed and committed to follow the principles of the [Women's Empowerment Principles \(WEPS\)](#). We believe that promoting gender equality in the workplace is an important part of our corporate social responsibility and a key to sustainable economic growth. We actively work to ensure equal opportunities in all aspects of our business, including recruitment, training and development, as well as leadership and career opportunities. Through our approach to ESG and WEPS, Marlink takes responsibility for promoting a fair and inclusive workplace and society.



In support of

**WOMEN'S  
EMPOWERMENT  
PRINCIPLES**

Established by UN Women and the  
UN Global Compact Office