

About the Company

VSAP LAB is a fully-funded Vietnamese startup specializing in Advanced Packaging solutions for semiconductor chips. We focus on research and innovation to provide design, manufacturing, prototyping, and testing services. Our mission is to deliver the best form factors, performance, and fastest time to market for our customers' chips. We aim to enable a complete semiconductor ecosystem in Vietnam. Through pioneering technology, we accelerate the growth of the local semiconductor industry.

If you are a talented person with a growth mindset, start-up spirit, keen on learning new things everyday and wants to be part of a journey that have a big impact for generations to come, this might be a perfect role for you.

Position Overview

The **Warehouse Supervisor** is responsible for leading the end-to-end warehouse operations, including receiving, storage, and issuance. This role plays a critical part in the factory's setup and growth phase, ensuring that all materials are handled with high traceability and inventory accuracy. The primary goal is to maintain a seamless flow of goods to support production requirements and optimize warehouse efficiency through standardized processes.

Key Responsibilities

Warehouse Operations & Setup

- Establish and implement standardized warehouse processes for receiving, storage, and issuance based on the Supply Chain design.
- Organize the warehouse layout and optimize material flow to maximize space utilization and operational speed.
- Ensure material availability and timely delivery to production lines to prevent any downtime.
- Enforce strict FIFO/FEFO principles for inventory management.

Inventory Control & Quality

- Manage and maintain inventory accuracy at a minimum of 98% through regular cycle counts and stock takes.
- Ensure full traceability of materials and components throughout the warehouse lifecycle.
- Investigate and resolve the root causes of any stock discrepancies or variances.
- Manage documentation and records to ensure the warehouse is always audit-ready and compliant with internal controls

Cross-functional Collaboration

- Partner with Procurement, Production, and Supply Chain departments to synchronize material demand and supply.
- Coordinate with relevant teams to verify documentation and ensure the accuracy of all physical transactions and reporting.

Requirements

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field.
- 4–6 years of experience in warehouse management or logistics operations.
- Prior experience in a manufacturing or factory environment is highly preferred, particularly in the semiconductor or packaging industry
- Strong knowledge of warehouse management systems (WMS) or ERP software.
- Proficiency in inventory control techniques and warehouse safety standards.
- Advanced Microsoft Excel skills for data tracking and reporting.
- High level of integrity and attention to detail.
- Strong problem-solving skills with a focus on root-cause analysis.
- Fluent in English and Vietnamese
- Entrepreneurial mindset: willing to take on tasks beyond core responsibilities when needed in a fast-paced startup environment.
- Detail-oriented, organized, and able to work independently as well as in a team.
- Strong teamwork spirit with a positive, collaborative attitude.
- Good communication skills with internal departments, external agencies, suppliers, financial institutions.
- Friendly, approachable, and driven by a sense of community service and long-term impact.

Contact

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