



CAREER OPPORTUNITY / INTERNAL VACANCY

| Job Title | : Dispatch Supervisor |
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| Division | : Supply Chain |
| Department | : Finished Goods |
| Employment Type | : Permanent Monthly paid position |
| PURPOSE OF THIS POSITION | |
| <p>The Dispatch Supervisor is responsible for overseeing a wide variety of warehouse activities including shipping, invoicing and receiving of customer returns and finished goods, maintaining inventory and associated records. People management responsibilities include training, planning and assigning daily work, addressing performance issues, and resolving problems on an ongoing basis.</p> <p>Supervisory Activities:</p> <ul style="list-style-type: none"> • Ensure daily staff attendance is monitored. • Ensure that hand over of shifts is done correctly. • Conducting cycle counts and ensuring the validity of physical counts. • Conducting stock takes on a monthly basis to ensure validity of physical stock. • Responsible for the upkeep of applicable housekeeping standards. • Responsible for a disciplined workforce / resolving conflict in an amicable manner and in accord with the company policies and procedures. • Promoting the company values and instilling motivation. <p>Outbound Tasks</p> <ul style="list-style-type: none"> • Responsible for blind counts on all DC and replenishment deliveries. • Ensure that orders are picked and checked accurately. • Ensure stock being sent is clean and damage free (on time, quantity and quality). | |



Inbound Tasks

- Ensure stock is checked in from the production floor.
- Check that pallets received from production are colour coded for stock rotation.
- Ensure stock being returned by transporters and drivers is checked and returned to the warehouse daily.
- Check that stock being returned matches the debrief documentation.
- Checking that Uplifts being collected match the relevant return documentation.

Safety and Housekeeping

- Responsible for the shift safeness of employees and the applicable equipment used in the area.
- Keep all machines i.e. pallet jack / forklifts / reach trucks in good and clean working order, along with a clean and tidy warehouse.
- Responsible for good housekeeping and a safe working environment in the Finished Goods areas.
- Ensure compliance in terms of the OHSA.

Adhoc

- Assisting with ad hoc tasks and enquiries if and when required.

EDUCATIONAL REQUIREMENTS

- 3 to 5 years related working experience in a Warehouse environment.
- Minimum Qualification: Grade 12
- A Supply Chain, Logistics or SAPICS qualification is advantageous

REQUIREMENTS – KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of warehouse principles, activities and functions (inbound and outbound).
- Basic understanding of Health and Safety regulatory requirements.
- Computer literacy: MS Office.
- Language ability: Must be able to converse, read and write fluently in English.
- Attention to detail is imperative.
- Sage X3 or similar ERP experience and understanding will be beneficial.



- Ability to work independently.
- Must take pride in his/her work.
- Willing to work overtime as and when required.
- Willing to work shifts
- Resilience to work under pressure.
- Willingness to travel to Garankuwa Daily