



CAREER OPPORTUNITY

Job Title	: Warehouse Manager
Division	: Finished Goods and Raw Material Warehouse
Department	: Supply Chain
Employment Type	: Permanent Monthly paid position
PURPOSE OF THIS POSITION	
<p>The Warehouse Manager is responsible for overseeing the warehouse activities including invoicing and receiving of customer returns and finished goods, maintaining inventory and associated records. People management responsibilities include training, planning and assigning daily work, conducting performance appraisals, addressing performance issues, and resolving problems on an ongoing basis. This person will be firm yet fair and consistent in the decisions made daily whether it is directly linked to the people or the infrastructure.</p> <p>Managerial Tasks:</p> <ul style="list-style-type: none"> • People Management tasks & activities: <ul style="list-style-type: none"> ○ Continuous supervisor training and mentoring activities. ○ Conducting performance appraisals on all subordinates. • Ensuring a disciplined workforce is maintained / resolving disciplinary issues according to Company Policies • Setting the tone for morale and exemplifying the companies. • Showing seasoned leadership capabilities. • Developing a coaching and mentoring environment. • Ensuring all SAGE and administration related functions are timeously done. <ul style="list-style-type: none"> ○ Receipting of all Transporter invoices on SAGE • Conducting stock takes and cycle counts by ensuring the validity of physical counts. 	



- Compiling monthly and periodic reports as required.
- Ensure that safety and other Company rules and regulations are observed and carried out as required.
- Constantly investigating and striving to find methods of improving customer service and operating efficiencies.
 - Responsible for the upkeep of applicable housekeeping standards.
 - Ensure daily staff attendance are monitored.
 - Ensure that hand over of shifts is done correctly
 - 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.
- Assist with annual warehouse budget process.
- Control of capital equipment and proper utilisation of equipment under his / her control.
- Ad hoc duties required by your Manager.

Outbound Tasks:

- Ensure that orders are picked and checked accurately.
- Ensure stock being sent is clean and damage free (on time, quantity and quality).
- Control of company fleet and forklifts
 - Keep track of schedule agreements and maintenance requirements
 - Maintain a high standard on vehicle condition.
 - Keep all machines i.e. pallet jack / forklifts / reach trucks in good and clean working order, along with a clean and tidy warehouse.
- Initiate cost improvement projects on the basis of continuous improvement.

Inbound Tasks:

- Ensure procedures are being adhered to in terms of stock handling from receiving to



dispatch.

- Check that pallets received from production are colour coded for stock rotation and ensure that teams use correct pallets for required stacking and picking.
- 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.
- Initiate cost improvement projects on the basis of continuous improvement.

Safety and housekeeping:

- Responsible for the shift safeness of employees and the applicable equipment used in the area.
- Responsible for good housekeeping and safe working environment in the Finished Goods areas.
- Ensure the adherence to the Occupational Health and Safety Management system as per OSHACT 85 of 1995.
- Initiate cost improvement projects on the basis of continuous improvement.

Process Optimization and Continuous Improvement Activities:

- Responsible for all warehouse processes and stock storage improvements
- Ensuring warehouse optimization using sound process flow and storage systems
- Responsible for the continuous improvement of all warehouse related operations
- Initiate cost reduction programmes.

Ad hoc tasks:



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

EDUCATIONAL REQUIREMENTS

- Minimum Qualification: Grade 12
- 5 to 8 years related working experience in a Warehouse environment.
- 3 to 5 years in a similar management position.
- 3 years' experience in logistics, inventory control and warehouse supervision within a manufacturing environment

REQUIREMENTS - EXPERIENCE

- Knowledge and understanding of warehouse principles, activities and functions (inbound and outbound).
- Understanding of Health and Safety regulatory requirements.

ADDITIONAL REQUIREMENTS

- Computer literacy: MS Office.
- Sage experience would be an advantage
- Language ability: Must be able to converse, read and write fluently in English.
- Attention to detail is imperative.
- Ability to work independently.
- Must take pride in his/her work.
- Must have entrepreneurial capabilities – striving to continuously improve processes/methods and find new ways/best practices aligned to his scope of responsibility.
- Must have the ability to resolve conflict / problems in an amicable manner.
- Ability to take full responsibility and accountability as per his / her scope of work.
- Must be a diligent person with a high regard of mutual respect.
- Must be a highly goal orientated and conscientious individual who takes pride in his / her work.
- Must be comfortable with being the front line of contact in a 24hr operation.
- Must be able to respect and uphold the company's interests and objectives.
- Willing to work overtime as and when required.
- Willing to work shifts.



VAT NO. 4800150338
REG. NO. 1988/070494/07



- Resilience to work under pressure.



✉ : PO Box 1713, Pretoria, 0001
🏠 : 35, 4th Street, Industrial Park, Ga-Rankuwa,
Gauteng, 0208, South Africa
T : +27 12 703 5530 • F : +27 12 703 9430
E : info@upap.co.za • W : www.upap.co.za

Directors: B. Sher • D. Sher • J. Sher