



**CAREER OPPORTUNITY**

<b>JOB TITLE</b>	<b>Finished Goods Supervisor</b>
<b>COMPANY</b>	<b>UPP</b>
<b>DEPARTMENT</b>	<b>Supply Chain / Finished Goods</b>
<b>EMPLOYMENT TYPE</b>	<b>Permanent</b>
<b>PURPOSE OF THIS POSITION</b>	
Provides materials, equipment, and supplies by directing receiving, warehousing, and distribution services	
<b>JOB TASKS AND RESPONSIBILITIES</b>	
<p><b>Supervisory Activities</b></p> <ul style="list-style-type: none"> <li>- Ensure daily staff attendance are monitored.</li> <li>- Ensure that hand over of shifts is done correctly.</li> <li>- Ensure to apply basic warehouse principles.</li> <li>- Conducting cycle counts and ensuring the validity of physical counts.</li> <li>- Conducting stock takes monthly to ensure validity of physical stock.</li> <li>- Responsible for the upkeep of applicable housekeeping standards.</li> <li>- Ensure SAGE transactions (Inter-site/ Invoices) are updated and closed off on daily basis.</li> <li>- Responsible for a disciplined workforce / resolving conflict in an amicable manner and in accord with the company policies and procedures.</li> <li>- Continuous interaction with co-workers and subordinates to ensure that deadlines and goals are achieved</li> <li>- To optimize services and to reduce costs by ensuring acceptable performance standards and to minimize damages</li> <li>- Promoting the company values and instilling motivation.</li> </ul> <p><b>Inbound Activities</b></p> <ul style="list-style-type: none"> <li>- Ensure WIP Production is checked and recorded and communicate to the Inventory Controller daily</li> <li>- Check that pallets received from production are colour coded for stock rotation.</li> <li>- Ensure stock being returned by transporters and drivers is checked and accompanied by a POD.</li> <li>- Check that stock being returned matches the debrief documentation.</li> <li>- All returned stock needs to be inspected and communicated to Manager</li> </ul>	



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- Receive and collate Picking tickets.
- Allocate Picking tickets to Team leader / warehouse staff

### **Warehouse**

- Ensure that all relevant procedures are being adhered to.
- Ensure all visual dashboards (pallets, stock, shunting, loads etc.) are updated daily
- Manage the shunting of stock.
- Record and remove Roll factory rejects from Serviette factory on daily basis
- Ensure all loads is staged in staging area.
- Ensure all Material Handling Equipment is monitored and report any defects on daily basis.
- Create job cards for all required maintenance.
- Creation of CAR's, OPL's and Standards

### **Outbound Tasks**

- Ensure that all relevant procedures are being adhered to.
- Responsible for blind counts on all DC and replenishment deliveries.
- Ensure that orders are picked and checked accurately.
- Ensure all relevant documentation is completed, (CHEP, Vehicle Inspection Sheet, Security Seals)
- Ensure all invoicing is completed and posted on SAGE
- Ensure all export documentation is completed.
- Ensure stock being dispatched is clean and damage free (on time, quantity, and quality).

### **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.
- Carry out investigations into any accidents or near-miss incidents.
- Carry out internal Health and Safety Audits as and when required.
- Initiate cost improvement projects based on continuous improvement.



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### EDUCATIONAL REQUIREMENTS

- Qualification in Supply Chain / Logistics Management.
- At least 5 years' experience in a similar position preferably in a FMCG industry with at least 2 to 3 years in a managerial role.
- Computer literate with detailed practical knowledge of Microsoft Excel, Word and PowerPoint, Sage X3.

### REQUIREMENTS - EXPERIENCE

- Have sound knowledge of Supply Chain Management principles.
- Knowledge of import and export procedures and principles.
- Knowledge regarding Financial Management.
- Knowledge regarding Project Management.
- Knowledge of the South African FMCG industry would be beneficial.
- Analysing information and using logic to address work related issues and problems.
- Conversant with relative legislation regarding Health and Safety requirements.
- Must be highly computer literate.
- Good knowledge of environmental requirements.
- Exceptional leadership skills.
- Computer literacy: Advanced MS Office essential; MS Project and SAGE beneficial.

### APPLICATION FOR THIS POSITION

- Submit your CV to Shamiel Narrandes at [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- **Proof of qualifications must accompany the application.**