



CAREER OPPORTUNITY

JOB TITLE	Distribution Supervisor
COMPANY	UPP
DEPARTMENT	Customer Services and Distribution
PURPOSE OF THIS POSITION	
<p>The Distribution Supervisor needs to manage the following tasks pertaining to all distribution activities – primary distribution (Inter-sites), staff efficiencies, process efficiencies, secondary distribution (end customer deliveries), vehicle fleet management, documentation management, and reporting. Supporting the Logistics Manager will be a key part of this role, as the environmental demands are constantly changing. Supporting various departments is essential as the synergies between stakeholders executing the orders are vital for achieving targeted fill rates.</p>	
JOB TASKS & RESPONSIBILITIES	
<p>Order Fulfilment</p> <ul style="list-style-type: none"> – Support the Orders and Sales department to ensure accuracy, efficiency, and adherence for delivering customer orders on time and in full. – Close collaboration with Warehouse and Planning departments in instances where support is required to ensure the above. – Resolve internal and external customer service delivery complaints. – Maintain effective communication processes and mechanisms to ensure quick response to customer requests. <p>Distribution Management</p> <ul style="list-style-type: none"> – Support the Senior Despatch Controller with sourcing transport when required. – Plan local delivery routes and monitor for deviations. – Coordinate collection requests received from internal customers in accordance with route planning. – Ensure optimal truck utilisation at all times and escalate variances to the Logistics Manager for approval. – Evaluate available options and select the most cost-effective carrier for deliveries. – Manage transport service providers according to the relevant service level agreements. – Create and maintain effective relationships with the Warehousing department to ensure customer delivery times are always met. – Manage all claims instituted against transporters in accordance with relevant service level agreements. – Drive continuous improvement initiatives within the Distribution department. <p>Safety</p> <ul style="list-style-type: none"> – Participate in the health and safety system. – Routine and non-routine health and safety audits. – Identify safety violations and implement corrective actions. – Drive housekeeping standards across the company. 	<p>Fleet Management</p> <ul style="list-style-type: none"> – Ensure that vehicle inspections are done daily. – Ensure that the weekly vehicle wash schedules are followed and conduct regular audits to ensure compliance. – Ensure that job cards are created for maintenance tasks and coordinate repairs with the Maintenance department. – Ensure vehicle licenses are renewed in time. – Investigate and report on all vehicle-related incidents and accidents. – Monitor and manage the Dashcam systems to ensure all drivers are tagged and all cameras are functional, and address driver exceptions. – Provide a monthly driver dashboard and implement corrective action for poor-performing drivers. – Conduct regular health checks on the recovery tracking systems. – Monitor vehicle diesel usage and action all discrepancies. – Manage Away from Home teams to ensure efficiency. – Ensure adequate vehicle availability for uninterrupted transport services (Shunting) to internal stakeholders. <p>Administration</p> <ul style="list-style-type: none"> – Supervise the Distribution Admin team to ensure accurate processing for transporter invoices, reconciliations, and accounts. – Debrief/Credits/Claims processed and submitted to the Finance Department within the agreed turnaround time. – Monitor and assist Finance with following up on overdue transporter debtor accounts. – Manage the CHEP account to ensure accurate charges and address any inefficiencies, including over-billing. – Monitor the receipt of signed POD packs and ensure that any discrepancies or issues regarding the condition or quantity of goods are investigated, as noted on delivery notes and tax invoices.

- Monitor the POD scanning process and escalate inefficiencies to the Logistics Manager.
- Manage master data updates with the relevant system service provider.
- Compile and submit relevant reports.
- Review Transport invoices and reconciliations and submit to the Logistics Manager and Managing Director for approval.
- Ensure that approved invoices are submitted to finance for processing and payment as soon as possible.
- Ensure that the relevant distribution schedules are updated with POD received confirmations and carrier invoice numbers.
- Update and submit carrier rates to the Systems Department before the 8th of each month for uploading into SAGE X3.
- Assist with ad hoc tasks as needed.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

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| <ul style="list-style-type: none"> - Sound knowledge and understanding of Planning, Warehouse and Distribution principles, activities, and functions (inbound and outbound) - Basic understanding of Health and Safety regulatory requirements - Computer literacy: MS Office - SAGE experience and understanding will be beneficial | <ul style="list-style-type: none"> - 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 - Willing to work overtime as and when required - Resilience to work under pressure |
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MINIMUM REQUIREMENTS

1. Grade 12.
2. Qualification in Supply Chain / Logistics Management.
3. At least 5 years' experience in a similar position preferably in a FMCG industry.
4. ERP and supply chain system (for example S&OP, Planning, WMS) experience.
5. Sound knowledge of transport regulations.
6. Experience in transport supplier management

APPLICATION

- Submit your CV to **Shamiek Narrandes** via email at snarrandes@upap.co.za
- **Proof of qualifications must accompany the application**