

JOB TITLE	Warehouse Associate
COMPANY	UPP
DEPARTMENT	Finished Goods

PURPOSE OF THIS POSITION

This individual will be responsible for performing an array of duties such as racking, picking, filling orders from stock, managing stock, receiving, and processing any incoming materials from suppliers/customers and from internal stakeholders. They will be tasked with offloading delivery trucks and loading trucks. It is the Warehouse associate's duty to ensure proper documentation and accurate records are maintained for tracking all stock movements and to follow the stock movement procedures that have been implemented. The primary function of this role is to facilitate the day-to-day running and completion of all tasks in the supply-chain warehouses.

JOB TASKS & RESPONSIBILITIES

Operational Tasks

- Report on all deviations from Company standards and rules.
- Ensure that records are established and maintained to provide evidence that the QMS is being followed.
- Co-ordinate continual improvements of the QMS, ensuring that evidence of corrective and preventive actions taken are recorded and reviewed.
- Ensure that company specifications are adhered to.
- Provide insightful daily and monthly reports to management.
- Communicating with colleagues in order to maintain and improve SHEQ.
- Provide quality support to all areas within the Company as and when required.
- Implementation of ISO 9001:2015 standards.

Health & Safety

- Resolve health and safety related complaints in area of responsibility.
- Enforce health and safety laws and regulations to maintain a clean and safe working environment.

Daily Tasks

- Manage and coordinate the put-away of goods received or returned from key stakeholders.
- Accommodate and carefully handle fragile materials.
- Tag and label merchandise.
- Label and stockpile merchandise according to size, shape, and type.
- Record and report all impaired or damaged materials.
- Enter data in inventory and logistics software programs.
- Ensure that all stock related transactions on internal WMS and SAGE are done in real-time.
- Conducting regular stock counts (cycle & full) and investigating all stock variances.
- Report excess consumption or mishandling of inventory reflected by the inventory control systems and shop floor inspections.
- Ensure that the policies & procedures related to management of materials are maintained and followed.
- Carrying out any other ad hoc duties as may be imposed by management and assisting in other departments where necessary.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Have a working knowledge of a WMS & ERP system.
- Must have advanced computer skills and ability to understand computer systems quickly.
- Affluent in MS Office applications (Excel & Word etc.)
- Must be a systematic, detail-oriented person with strong organizational abilities.
- Extensive product knowledge is vital and a firm understanding of customer base and their requirements.
- Must have good communication skills and be proficient in English.
- Great physical stamina to lift heavy products.

MINIMUM REQUIREMENTS	APPLICATION
1. 3 to 5 years related working experience in a Warehouse and manufacturing environment. 2. Minimum Qualification: Grade 12. 3. A Supply Chain, Logistics or SAPICS qualification is advantageous. 4. A valid forklift license.	- Submit your CV to Romancia Buys at rbuys@upap.co.za - Proof of qualifications must accompany the application. - Closing Date:12 September