



OTTOBAUTHENTIC

## DC Manager

**KZN, Cape Town, East London, Polokwane and Johannesburg**

### ROLE/JOB DESCRIPTION:

- ⑧ A distribution centre manager will lead and oversee the daily operations of the distribution centre. Responsibilities include managing a team, optimizing processes, ensuring inventory accuracy, production targets are met whilst maintaining safety and efficient working conditions.

### RESPONSIBILITIES:

- ⑧ Oversee and manage the day-to-day operations of the distribution centre, including goods receipt, order fulfilment, and production
- ⑧ Lead, mentor, and manage distribution centre staff, including hiring, training, and performance evaluations
- ⑧ Assign tasks, set priorities, and provide guidance to ensure a productive and motivated team
- ⑧ Implement inventory control measures, including stock tracking, cycle counts, and regular reconciliation
- ⑧ Maintain accurate records of stock levels, stock movements, and adjustments
- ⑧ Continuously review and improve distribution centre processes to enhance efficiency, reduce waste, and meet performance targets
- ⑧ Monitor and report on key performance indicators (KPIs) related to distribution operations
- ⑧ Enforce quality control standards to maintain product quality and prevent damage or loss
- ⑧ Conduct regular inspections to ensure products are stored safely and securely
- ⑧ Ensure compliance with safety regulations, promote a safe working environment, and respond to safety concerns or incidents
- ⑧ Conduct safety training and ensure staff follow safety procedures
- ⑧ Ensure that distribution centre equipment, such as forklifts and conveyor systems, is well-maintained and in good working condition
- ⑧ Schedule equipment maintenance and repairs as needed
- ⑧ Maintain accurate records related to inventory, orders, safety, and distribution centre activities
- ⑧ Generate reports and provide data analysis to support management decisions

### QUALIFICATIONS & EXPERIENCE:

- ⑧ Bachelor's degree or equivalent (a degree in supply chain management or logistics is a plus)
- ⑧ Proven experience in distribution centre or warehouse management or a supervisory role
- ⑧ Strong leadership and team management skills
- ⑧ Leadership - provide clear and effective leadership to the distribution centre team

**Kindly note:** If you have not heard from us within 14 working days, your application was unsuccessful

**How to Apply:** Please submit your resume to: [elsa@ottobauthentic.co.za](mailto:elsa@ottobauthentic.co.za) and use the job title and location as the subject