



OTTOBAUTHENTIC

Logistics Supervisor

KZN, Cape Town, East London, Polokwane and Johannesburg

ROLE/JOB DESCRIPTION:

- ⓑ A Logistics Supervisor is responsible for assisting and supporting the Logistics Manager. This includes the management and administration of the company's fleet and the departments associated functions. The role involves supervising the implemented strategies for the movement of goods, inventory control, and coordination of transportation and distribution.

RESPONSIBILITIES:

- ⓑ Drive the company's values and leadership principles, ensuring alignment across the business.
- ⓑ Manage drivers, assistants, and forklift drivers, coordinating shift rosters and addressing personnel shortages.
- ⓑ Conducting monthly inspections on driver certifications
- ⓑ Supervise daytime loading tasks and handle the submission of insurance-related documents.
- ⓑ Manage vehicle and forklift inspection sheets, maintenance registers, and fuel authorization for forklifts.
- ⓑ Coordinate all fleet maintenance and repair work with service providers after manager approval.
- ⓑ Build and maintain a high-performance team, ensuring the enforcement of the company's disciplinary code. Conduct performance appraisals and CDPs for department members above GW level.
- ⓑ Manage clock-in reports, investigate transgressions, and handle first approvals of leave within the department.
- ⓑ Enforce uniform policies for all drivers and conductors, ensuring full compliance.
- ⓑ Ensure timeous deliveries and rectify shortfalls and damages.
- ⓑ Maintain excellent communication standards and customer service with stores, responding to queries swiftly.
- ⓑ Ensure adherence to all Logistics SOPs, providing necessary training where required and maintaining training registers.
- ⓑ Provide after-hours assistance for truck breakdowns, coordinating with mechanics and tow trucks to protect the fleet and stock.
- ⓑ Manage Lug Recon processes and associated tasks efficiently.
- ⓑ Directly manage the Logistics Administrator and Fleet Controller, overseeing associated tasks and KPIs.
- ⓑ Compile the Daily Delivery Schedule, gaining final approval from the Logistics Manager.

QUALIFICATIONS & EXPERIENCE:

- ⓑ Bachelor's degree in Logistics, Supply Chain Management, or related field
- ⓑ At least 5 years of prior experience in a supervisory role in logistics or related field
- ⓑ Knowledge of, receiving, distribution processes and procedures
- ⓑ Fleet supervision and maintenance experience
- ⓑ Effective communication: Communicate clearly and openly with team members, superiors, suppliers, and other departments to ensure smooth information flow and effective problem-solving.
- ⓑ Problem-Solving: Identify and address challenges, obstacles, and inefficiencies in distribution centre operations to maintain smooth functioning.
- ⓑ Team Management: Supervise, mentor, and guide logistics staff, including task delegation, performance evaluations, and skills development.
- ⓑ Conflict Resolution: Address and resolve conflicts or issues within the distribution centre team, promoting a harmonious work environment.
- ⓑ Key Performance Areas: Consumption, Invoicing, Variable Cost, On Time Dispatches, OTIF (On Time in Full)

TECHINICAL EXPERIENCE:

- ⓑ Supply Chain Experience
- ⓑ Inventory Maintenance
- ⓑ Transportation Management
- ⓑ Distribution Management
- ⓑ Organisational and time management skills
- ⓑ Strong verbal and written skills

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 or zaida@ottobauthentic.co.za and use the job title and location as the subject