



OTTOBAuthentic

Warehouse Manager

KZN, Cape Town, East London, Polokwane and Johannesburg

ROLE/JOB DESCRIPTION:

- ① Warehouse Manager is responsible for the efficient management and operation of the warehouse facility. The roles involve overseeing inventory supervising staff, implementing and optimizing processes, and ensuring the safe handling of goods. The role also entails maintaining quality standards, optimizing workflows, and upholding safety and regulatory compliance.

RESPONSIBILITIES:

- ① Oversee and manage the day-to-day operations of the warehouse, including receiving, storage, and distribution of goods.
- ① Ensure efficient utilization of warehouse space and resources.
- ① Enforce quality control standards to maintain product quality and prevent damage or loss.
- ① Conduct regular inspections to ensure products are stored safely and securely.
- ① Implement inventory control measures, including stock tracking, cycle counts, and regular reconciliation.
- ① Maintain accurate records of stock levels, stock movements, and adjustments.
- ① Lead, mentor, and manage warehouse staff, including hiring, training, and performance evaluations.
- ① Assign tasks, set priorities, and provide guidance to ensure a productive and motivated team.
- ① Ensure compliance with safety regulations, promote a safe working environment, and respond to safety concerns or incidents.
- ① Conduct safety training and ensure staff follow safety procedures.
- ① Continuously review and improve warehouse processes to enhance efficiency, reduce waste, and meet performance targets.
- ① Monitor and report on key performance indicators (KPIs) related to warehouse operations.
- ① Maintain accurate records related to inventory, orders, safety, and warehouse activities.
- ① Generate reports and provide data analysis to support management decisions.

EDUCATION/EXPERIENCE:

- ① Bachelor's degree or equivalent
- ① Proven experience in warehouse management or a supervisory role within a warehouse setting
- ① Leadership: Provide clear and effective leadership to your warehouse team, setting expectations, motivating, and fostering a positive work environment.
- ① Effective communication: Communicate clearly and openly with team members, superiors, and other departments to ensure smooth information flow and effective problem-solving.
- ① Problem-Solving: Identify and address challenges, obstacles, and inefficiencies in warehouse operations to maintain smooth functioning.
- ① Time Management: Efficiently allocate resources, prioritize tasks, and set schedules to meet deadlines and optimize productivity.
- ① Team Management: Supervise, mentor, and guide warehouse staff, including task delegation, performance evaluations, and skills development.
- ① Quality Focus: Maintain a strong commitment to upholding quality and safety standards for products and processes.
- ① Key Performance Areas: Variance Management, Audit Results, Stock Management

TECHNICAL EXPERIENCE:

- ③ Inventory management
- ③ Warehouse software
- ③ Forklift operations
- ③ Quality control
- ③ Safety protocols

NB: The above requirements are essential to be a successful candidate. Kindly ensure that your CV is detailed showcasing the above requirements

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, and use the job title and location as the subject

www.ottobauthentic.co.za

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