



OTTOBAUTHENTIC

Warehouse Supervisor

KZN, Cape Town, East London, Polokwane and Johannesburg

ROLE/JOB DESCRIPTION:

- ① A Warehouse Supervisor is responsible for the efficient operations of the warehouse. The role is to manage the receipt, storage, and distribution of goods while ensuring compliance with safety, quality, and productivity standards. The supervisor will lead staff and need to maintain accurate records.

RESPONSIBILITIES:

- ① Oversee day-to-day warehouse operations, including the receipt, storage, and distribution of goods.
- ① Ensure proper handling and storage of products to prevent damage and maintain product quality.
- ① Implement inventory management processes, including stock tracking, cycle counts, and reconciliation.
- ① Maintain accurate records of stock levels, stock movements, and inventory adjustments.

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 Key Performance Areas: Variance Management, Audit Results

TECHNICAL EXPERIENCE:

- ① Inventory management
- ① Warehouse software
- ① Forklift operations
- ① Quality control
- ① 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, or zaida@ottobauthentic.co.za and use the job title and location as the subject

www.ottobauthentic.co.za

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