

NEW VACANCY

POSITION:	WAREHOUSE SUPERVISOR
LOCATION:	ZACPAK – PORT ELIZABETH
REPORTING TO:	DEPOT MANAGER

RESPONSIBILITIES:

Manage Expenditure by...

- Maintain cost effective resource allocation daily.
- No damages to freight or equipment.
- No Loss of cargo.
- No claims/penalties.
- Ensure equipment & building is maintained and services planned & executed on time.
- Report all areas of concern to the Depot/Warehouse manager immediately.
- Maintain consumables to ensure workflow.

Adherence to Policies & Procedures by...

- All internal queries must be responded to within 24 hours.
- All adhoc rates/quotes must be submitted within 2hrs.
- Assist in reporting queries/claims.
- Total adherence to client SOP/SLAs.
- Ensure timeous submissions of GRV's/Outturns/Load lists/POD's.
- Notify client/shipping line of container damages or discrepancies immediately.
- Assist with daily tracking.
- Ensure rework less than 5%.

Operational Excellence Technology Continuous Improvement by...

- Maintain housekeeping principles.
- Adherence to OHS rules and regulations.
- Incident reports updated within 24hrs.
- Ensure Import and Export SOH are correct.
- Ensure container/yard SOH are checked daily.
- Ensure weekly cycle counts are conducted & verified.
- Ensure BI reports (VAC & Collection Performance) are monitored daily.
- Ensure put aways are conducted daily.
- Timeous planning & adherence to stack dates.
- Ensure demurrage/detention days are met.
- Ensure total compliancy of health checks on WMS.

Cultural Accountability by...

- On duty as per required operational hours.
- No leave / sick leave approvals older than 24Hrs from staff's return.
- Any ad hoc tasks related to the depot/company.

- Stand-in when Depot Manager is on leave.
- Stand-in when Admin Supervisor is on leave.
- Oversee Toolbox talks and In House training
- Team Leader from deliverable sheet.
- General workers from deliverable Sheet.
- Forklift drivers from deliverable Sheet.
- Imports unpack from deliverable sheet.
- Imports dispatch from deliverable sheet
- Export admin clerk from deliverable Sheet.
- Exports receiving from Deliverable sheet.
- Exports dispatch from Deliverable sheet.

SKILLS:

- Must be able to supervise, lead, and manage a warehouse team effectively.
- Must be able to communicate effectively, both verbally and in writing.
- Must be able to operate computer systems efficiently.
- Must be able to perform commercial arithmetic calculations accurately.
- Must be able to prepare professional correspondence and reports.
- Must be able to work effectively as part of a team.
- Must be able to maintain a high standard of customer service excellence.
- Must be able to maintain a clean, safe, and compliant working environment.
- Must be able to uphold company policies, standards, and values.
- Must be able to adhere to established procedures and operational requirements.
- Must be able to demonstrate sound judgement and make independent decisions.
- Must be able to plan, organise, and prioritise work effectively.
- Must be able to motivate, coach, and develop team members.
- Must be able to think strategically and support operational objectives.
- Must be able to manage budgets and control costs.
-

REQUIREMENTS:

- Minimum 5 years supervisory experience within warehouse environment.
- Must have experience in Freight, warehousing & / or transport industry
- Must have knowledge of General Purchasing Procedures.
- Must have basic Seafreight & Bond store knowledge.
- Must have knowledge of SARS procedures within an LCL environment.
- Must have Port Operations experience.
- Warehouse management systems
- Must have thorough Understanding of Import and Export Procedures.
- Must have In-depth knowledge of Health & Safety regulations.

Should you be interested in the above please advise: **Human Resources Department:**

All applications must be accompanied by a copy of this advert and a full C.V of relevant experience.