

## WAREHOUSE MANAGER JOB DESCRIPTION

<b>POSITION</b>	Warehouse Manager
<b>SUPERVISOR</b>	Group Chief Finance Officer (Group CFO)
<b>JOB SUMMARY, DUTIES AND RESPONSIBILITIES</b>	
<b>Job Summary</b>	The Warehouse Manager's primary responsibilities are to ensure the safety and accuracy of inventory. This will be done by completing the following warehousing tasks; management of inventory, aggregation and analysis, enhance technical capacity, management and leadership so as to achieve the company's supply chain objectives.
<b>Duties and Responsibilities</b>	<p>The key duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Confirm that laws and regulations on warehousing and handling inventory including; pest control, fire prevention, health and safety are applied.</li> <li>• Formulate warehousing policy and procedures and disseminate to all stakeholders for compliance. Institute processes to monitor on going compliance and escalate breaches appropriately.</li> <li>• Maintain a warehouse risk register and update periodically through risk assessments. Implement external and internal auditors internal controls recommendations timely.</li> <li>• Determine and ensure availability of storage space and necessary requirement.</li> <li>• Ensure that storage space is well utilized, goods are properly segregated. In addition to making recommendations for layout changes when necessary.</li> <li>• Formulate processes that ensure effective receipt and storage of inventory from different sources.</li> <li>• Establish distribution plans based on orders received from internal and external stakeholders and establish schedules.</li> <li>• Coordinate picking and packing of warehoused inventory.</li> <li>• Organize the leading and distribution of the packed orders.</li> <li>• Ensure that cargo manifests and related documentation, permits and licences are received and properly handled at the dispatch warehouse and for export.</li> <li>• Keep accurate inventory data and provide statistics and other warehousing reports.</li> <li>• Institute routine physical inventory count. Where there are discrepancies, investigate and takes corrective action.</li> <li>• Always ensure security of Inventory and accountability and avoid obsolescence of stored inventory.</li> <li>• Provide relevant day-to-day support through financial management and development of new or improved budget analysis tools.</li> <li>• Carry out cost management and follow-up according to the warehouse budget.</li> <li>• Oversee and manage warehouse staff and equipment.</li> <li>• Coach and supervise staff within the warehousing team.</li> <li>• Collaborate with team members to learn and implement work undertaken in warehousing and distribution optimization activities.</li> <li>• Provide client relationship management support, including responding to client requests and supporting client meeting logistics.</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>	

<b>Education</b>	Bachelor's degree in supply chain or operations management from an academic institution recognized by the Commission for University Education.
<b>Professional Qualifications</b>	<p>Certificate in Procurement and Logistics Management or an equivalent professional qualification.</p> <p>Membership to a relevant professional body such as the Kenya Institute of Supplies Management (KISM), Chartered Institute of Procurement and Supply (CIPS), Chartered Institute of Logistics and Transport (CILT).</p>
<b>EXPERIENCE</b>	<p>Minimum of seven (7) years' relevant supply chain or operations management experience, with a minimum of 3 years as a Warehouse Manager leading large scale supply chain operations.</p> <p>Background in the aviation industry logistics will be an added advantage.</p>
<b>KNOWLEDGE AND COMPETENCIES</b>	
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• A proven track record of successfully setting up and executing large scale supply chain operational processes.</li> <li>• Solid experience in working with global and cross-functional stakeholders in a fast-paced environment.</li> <li>• Extensive warehouse and distribution experience.</li> <li>• Good understanding of warehouse and distribution risks.</li> <li>• Computer proficiency (Microsoft Word and Excel, warehousing-management tools).</li> <li>• Knowledge of enterprise resource planning software an asset.</li> <li>• Strong data analytics and problem-solving skills.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• People management and talent development experience.</li> <li>• Strong planning, coordination, and leadership qualities.</li> <li>• Strong influencing skills and ability to build relationships across multiple layers in the organization.</li> <li>• Strong problem solving and firm decision-making skills.</li> <li>• Ability to deal effectively with conflicting priorities and changes.</li> <li>• Sensitivity to working with diverse cultures.</li> <li>• Self-drive, energy, candor, assertiveness, and humility.</li> <li>• A keen eye for detail and desire to probe into data further.</li> <li>• Excellent communications skills - written / verbal communication and presentation skills.</li> </ul>
<b>Application Deadline</b>	10 <sup>th</sup> March 2023
<b>How to Apply</b>	<a href="http://bit.ly/3EV4q5F">http://bit.ly/3EV4q5F</a>