

**WAREHOUSE SUPERVISOR
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

The Warehouse Supervisors' responsibility is to manage the high level of stock control and stock management and to ensure accurate receipting of goods and timeous issuing and distribution of raw materials and consumables to the factory thereby meeting the on-going demands of production.

KEY PERFORMANCE AREAS:

- Responsibility to ensure the goods received match the purchase order note
- Ensure the efficient issue of raw materials into production to facilitate customer delivery dates
- Strict adherence to procedures regarding returns from factory
- Ensure quantity and product code returned is correct and accurate
- Manage regular stock takes to ensure quantity and value accuracy with minimum stock write offs
- Compile monthly stock reports
- Adherence to housekeeping standards, SHE & OSH act requirements with a "ZERO INJURY" culture compliance

QUALIFICATIONS / EXPERIENCE:

- A tertiary qualification will be advantageous with at least 5 years experience in a similar role
- Stores and material handling experience is essential
- Computer skills

BEHAVIOURS & ATTRIBUTES:

- Strong communication and negotiation skills
- Ability to handle pressure and strict deadlines
- Results driven
- Ability to supervise and lead a team

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria careers@hirtandcartergroup.co.za

Closing date for applications is Friday 7th May 2021.