



Human Resources Policy PHR41

JOB DESCRIPTION

JOB TITLE : **WAREHOUSE MANAGER**

IMMEDIATE SUPERIOR : **PROJECT MANAGER/ DIRECTOR**

ESSENTIAL DUTIES AND RESPONSIBILITIES :

The following tasks and responsibilities are expected to be carried out by a TKHS employee appointed to the position written above.

- **Manage in shipping orders including;**
 - Oversee accurate encoding of orders into the WMS
 - Oversee picking and shipping of customer orders
 - Satisfying internal shipping requirements (technical service, vendors, etc.),
 - Ensuring accuracy of shipments and supporting documentation,
 - Following outbound shipment procedures
 - Booking transport
 - Monitoring of transport company's ability to meet deadlines
 - Updating outbound truck register

- **Manage receiving activities including the following;**
 - Unloading of incoming material and put-away in the warehouse
 - Maximizing space utilization in the warehouse
 - Ensuring vendors meet our delivery standards
 - Ensuring all inventory is correctly labelled for ease of identification and retrieval
 - Ensure inventory is stored in a manner that part numbers are always visible and can easily be retrieved
 - Reporting any damages and raising non-conformance reports

- **Manage general inventory management including;**
 - Stock checks and cycle counts
 - Ensure all inventory is labelled and easily identified
 - Efficient use of the WMS including
 - Entering shipments
 - Entering purchase orders and advanced receiving notices
 - Entering and maintaining master data (items/locations)
 - Performing adjustments and transfers
 - Running daily and ad-hoc reports

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- **Manage warehouse employees including the following;**
 - Recording attendance, sick leave and annual leave
 - Ensuring allocated tasks are completed efficiently and accurately
 - Ensure warehouse employees are dressed appropriately

- **Oversee all activities to ensure a safe working environment including;**
 - Creation of job safety agreements (JSA's)
 - Ensuring all warehouse personnel and visitors wear appropriate personal protective equipment (PPE)
 - Ensure appropriate signage is visible to all employees and visitors
 - Ensure safe working practices including the following
 - Safe lifting
 - Safe operation of forklifts
 - Harnesses when working from heights

- **Others;**
 - Ensure all material handling equipment is in safe working order. Reporting any defect to the vendor and organize repairs
 - Create and update work instructions and company policies
 - Maintain efficient communication with vendors and customers (internal and external)
 - All customer e-mails to be replied to in the same working day
 - All vendor e-mails to be replied to in a 24 hour period
 - All internal e-mail to be replied to in the same working day
 - If a communication allowance is provided, it is the responsibility of the individual to ensure they have load on their phone 24/7

- **General :**
 - Provision of appropriate market research and sales reports as requested by the superior;
 - Support the company's strive to maintain ISO certifications including ISO9001;
 - Develop and implement procedures for improving the efficiency of the company's operations;

- **Comply with company rules and regulations.**

QUALIFICATIONS :

- Candidate should ideally be tertiary educated.
- 5 or more years' experience in a busy logistics environment in a managerial/supervisory position
- Candidate should have a minimum of 3 years' experience in a managerial or supervisory role, with a minimum of 5 years' experience in logistics

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- Candidate should have prior experience with a warehouse management, procurement or other logistics based IT systems

CONFORME :

LILYBELLE MANUEL General Manager - Administration	_____ Signature/ Date
_____ Employee Name	_____ Signature/ Date

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