



## Warehouse & Production Manager

**Job Title:**

Warehouse & Production Manager

**Place of Work:**

Based in Cape Town at Tiny Keg Canning Co

**Scope and General Purpose:**

To take full ownership, accountability and responsibility of the Cape Town warehouse and production operations.

**Responsible to:**

Management  
Ownership

**Liaises with:**

Ownership  
Operations Management  
Production Team  
Accounts

**Key Performance Areas**

Please refer to the next page for areas in which your performance in this role will be measured.



## Warehouse & Production Manager

### Key Performance Areas

#### Warehouse & Production Management

- Manage all activities within the production process, including maintenance and workforce allocation.
- Manage and plan daily/weekly production and report key measurements.
- Handle logistics, warehousing and stock of raw materials used in production and branch warehouse
- Organising data according to standard procedure.
- Ensure that the production team complete Job Reports and incident reports if required.
- Assist with scheduling and collating job information for the production team.
- Perform administrative tasks to increase information flow from sales to production.
- Maintain and improve on warehouse infrastructure.

#### Inventory Management

- Control all administration related to receiving and dispatching of stock, in and out of warehouse.
- Ensure stock accuracy and facilitate regular stock takes.
- Maintain stock scheduling to enable production and sales needs are fulfilled
- Continuously control production costs and identify/rectify waste measures.
- Initiating and being accountable for weekly and monthly inventory counts
- Maintain and develop inventory documents
- Issuing requested stock to production team. Accurate recording of Stock issued from store.
- Create monthly stock forecasts based on
- Initiate and maintain par levels for stock holding.
- Complete Monthly Inventory Report online with holding stock value, monthly purchase values, wastage and discrepancies reports.
- Maintaining efficient levels of inventory through the use of par levels, budgets and forecasting techniques.
- Raise Purchase Orders to be approved management
- Match Purchase Orders with stock items received. Report and investigate discrepancies with Management.
- Track and chase up credit notes for deposits and returned stock.
- Receive stock and allocate to storage areas.
- Accountable for the security of stock at all times.
- Accountable for stock rotation and maintaining the first in last out stock rotation method.
- Maintain and continually improve Inventory procedures to maximise the Company's outputs.



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### Production

- Be competent and available to efficiently run the can filling machinery (Wild Goose Canner) off site on packaging runs.
- Responsible for full, scheduling, operation and maintenance of the Sleeving Can Decorating Equipment.
- Ensure all data is captured for packaging runs for management reporting.
- Increase efficiency of machines by organising and assisting production team with scheduled equipment maintenance
- Perform ad hoc tasks for the benefit of the company including deliveries and customer facing sales.

### Quality Control

- Take Ownership of Tiny Keg's quality control programme
- Organising QC stock with regular scheduled tastings
- Make sure data is inputted and issues are reported and that company process is aligned to industry best practice.

### Training

- Training Staff to become efficient in assisting with stock takes through accurate counting procedures.
- Training staff in best practice to record wastage.
- Training Staff to minimise waste through best practice

### Supplier Management

- Maintain existing supplier relationships. Ensuring through coordination with accounts department that payment terms are met.
- Foster new supplier relationships.
- Monitor stock and price deals. Report any irregularity in prices to management.