



Warehouse Manager

Job Title:

Warehouse Manager

Place of Work:

Based in Cape Town at Tiny Keg Can Co

Scope and General Purpose:

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

Responsible to:

Management
Ownership

Liases 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 Manager

Key Performance Areas

Warehouse 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.



Warehouse Manager

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 .