



EXTERNAL VACANCY

Job title	WAREHOUSE SUPERVISOR
Job Grade	C
Department	Warehouse
Location	8 Techno Crescent, Epping, Cape Town
Job's vision / Goal	<i>Managing team & ensuring an efficient and organised warehouse</i>
Salary Band	R 12 000- R 13700

Reports to	Branch Manager
Subordinates	Warehouse clerks & Drivers
Liaises with	All MANTECH staff, suppliers, couriers & customers

Brief Description or profile of the Job.	<i>Supervising team & ensure that operations are carried out productively & efficiently in order to maintain a well-organized warehouse.</i>
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Tasks to perform and Tasks responsible for.	<i>Supervise all staff in the warehouse and dispatch</i>
	<i>Monitor & control stock / oversee day to day operations</i>
	<i>Maintain a well-organised and efficient warehouse</i>
	<i>Systems to be kept up to date</i>
	<i>Delegate and execute tasks as maybe necessary</i>
	<i>Monitor team performance / conduct performance appraisals</i>
	<i>Maintain appropriate levels of safety and security</i>
	<i>Lead and motivate subordinates</i>
	<i>Ensure adherence to company policies & procedures</i>
	<i>Time management & attendance</i>
<i>Carry out any other reasonable request</i>	

Formal or Equivalent education and skills required to perform the tasks.	<i>Grade 12 or equivalent accreditation</i>
	<i>Experience in Warehousing</i>
	<i>Organisational & leadership skills</i>
	<i>Good literacy & numeracy skills</i>
	<i>Knowledge and understanding of the organisations policies & procedures</i>
	<i>Communications and conflict resolution skills</i>
	<i>Ability to multitask, prioritise and manage time efficiently and effectively</i>
<i>Decision making skills</i>	

Key Performance Areas the appointee's performance will be measured on.	<i>Individual and team performance</i>
	<i>Department appearance & functionality</i>
	<i>Leadership & supervision</i>
	<i>Conducting of performance appraisals</i>
	<i>Reporting</i>
	<i>Time keeping and attendance</i>
	<i>Self-development</i>

Submit CV's and applications to.	<i>mr@mantech.co.za</i>
Closing date for applications	<i>5th May 2021</i>