

Warehouse Supervisor
Elite International Recruitment

WAREHOUSE
– SUPERVISOR

JOB
PROFILE:

Responsible
for the supervision of a team and/or function within one's own area of
expertise to achieve company objectives.

Key Performance Areas to include but not
limited to:

1. Prioritize
workload process information to meet deadlines whilst maintaining
accurate files.

Co-ordinate
with Shipping IT Departments.Co-ordinate
with Merchandisers regarding new shipments; follow up on stock damage during
transit, storage/excess claims to be prepared, ensure stock is properly binned
/ tagged.Co-ordinate
with IT to update systems print labels.

2. Ensure
adherence to all division / company, local legal requirements.

Follow-up
with IT Finance regarding stock written off (testers/ uniform/ damage/
give-aways/ defective products).Check
that the Distribution Centre meets fire regulations.Replace

maintain damaged equipment.

3. Manage

a team including workload, motivation, training appraisals.

Ensure

Supervision and Leadership to the team. Inform/guide

Employees on company policies procedures. Appraise

Employees monitor performance against set goals. Identify development needs and potential in order to assign appropriate job functions to develop them. Follow

up on Employee welfare issues. File

all goals appraisals for Distribution Centre team. Assist

in maintaining a clean well-organized Distribution Centre, conducting daily inspection checks of areas. Carry

out Employee searches on arrival departure. Keep

Manager updated on day to day matters: Seek approval for Employee overtime, advise on Employee staffing problems, seek approval for all maintenance

expenses, recommend resourcing levels to Manager, plan staffing supervise transfer of stock during sales Plan inform subordinates regarding stock takes. Provide

details of worked hours per task per shift.

4. Process

documentations in a timely manner communicate progress to relevant parties Line Manager.

5. Develop
efficient processes to meet company objectives.

Keep
inventory of non-saleable stock (bag/fittings/display item/flyers etc.)Plan
receive shipments status reports, advise of shipment sizes stock
allocations. Advise on control stock allocation.

6. Develop
internal external relationships to benefit department company.

Ensure
that the right items are delivered. Send store a list of new launches. Update
merchandise regarding OOS/IS on continuity lines.

KNOWLEDGE

Secondary
Education, Post Secondary Education desirable

EXPERIENCE

5
years experience of working in a distribution centre/warehouse.

SKILLS

Understanding
of retail operations

Interested applicant should send their CV to :
lcha@eliteintlrecruit.com

(BEFORE 20 July 2010)

For
further info please contact:

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