



## **JOB DESCRIPTION**

<b>POSITION:</b>	Warehouse Supervisor
<b>DEPARTMENT:</b>	Finance
<b>REPORTS TO:</b>	Finance Manager
<b>SUPERVISION:</b>	Packers Supervisor

### **BROAD FUNCTION**

The Warehouse Supervisor works under the supervision of Finance Manager with dotted lines to the Directors of Sales and Marketing and Communications to receive, store, safeguard and issue T-MARC Company product materials, packaging and point of sales items and other materials in the warehouse/stores.

### **DUTIES AND RESPONSIBILITIES**

- Work with the Packers and their supervisor to ensure there are proper systems of handling materials for packing and finished goods.
- Receive and issue items into and out of the warehouse.
- Inspect incoming materials for quality and quantity per specifications in the order and delivery documents.
- Record and issue raw products and packaging materials requested to assembly line, into the warehouse documents such as bin cards and stock record cards, after obtaining relevant approval.
- Open the bin cards and stock record cards upon receiving new and unlisted stocks immediately after receiving them.
- Capture and record all stocks (products, packaging and promotional materials) issued and received or returned on daily basis.
- Receive record and keep all warehouse documents from vendors/suppliers e.g. Invoices, PO, Delivery Notes, AWB, BL, Packaging list, etc.
- Prepare warehouse documents for issuing of products and promotional materials, such as GRN, Gate pass and Delivery Notes.
- Receive and record all items and/or materials returned from assembly line, that is, finished goods, WIP, damaged goods and short /over deliveries.

- Compare data entered with source documents in verification format to detect errors.
- Compile, sort and verify accuracy of data entered into the system.
- Collect, locate, and maintain logs of activities and completed works.
- Store all completed documents in appropriate locations.
- Ensure daily postings are made in Stock Cards and in the management information system or the accounting software.
- Inspect and record all items entering the stores.
- Arrange and stack the items in properly labeled shelves, bins or containers
- Safeguard all items in the store room
- Maintain a stores ledger by posting all items entering and leaving the store
- Provide monthly records of movement of stocks to T-MARC management and technical managers
- Verify stock through stock counts at frequent intervals and report to management for accuracy and any discrepancies.
- Carry out monthly stock counts and then forward to the management a comprehensive stock report.
- Manage the inflow, outflow and balance for stocks of the Zonal coordinators

## **PERSON SPECIFICATIONS**

### **Academic and/or Professional Qualifications**

- Degree or advanced diploma in Stores Management, Procurements or Supplies, Administration or similar qualifications

### **Experience**

- At least 1 years experience working in warehousing or as a Warehouse Supervisor for a corporation/organization

### **Skills**

- Computer literacy and familiarity with standard office computer applications
- Stores or accounting software
- Fluent spoken and written English and Kiswahili
- Ability to function in a multi-cultural environment
- Good oral and written communication and listening skills.
- Ability to work under pressure.
- Demonstrated experience providing reliable and accurate financial information.
- Analytical and problem solving skills. Excellent attention to detail.
- Flexibility to work on-call.

**How to Apply**

If you are confident that you fully meet or exceed the requirements for this position, Please send a cover letter and CV on/ before 4<sup>th</sup> June 2010 to the address or email below. Only shortlisted candidates will be contacted.

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