
Position Description

Vacancy Title: **Warehouse Manager**

Location: **Suva**

Reports To: **None**

Objective

The Warehouse Manager is responsible for the management of all warehouse activities at Foods Pacific Limited. In addition, overseeing the daily activities within the facility, ensuring that goods and materials are stored, handled, and distributed effectively. S/he reports to the Financial Controller.

Outcomes

Organisational Stakeholders

1. Efficient warehouse operations management

- Optimisation of warehouse layout for the maximisation of storage space and facilitation of efficient movement of goods.
 - Safety guidelines and best practices are followed in all area of warehouse operations.
 - Warehouse managed within agreed budget at all times
 - Logistics cost and Overheads within budget
 - Overtime minimized
 - Near Expiry
 - Monthly stock take executed and reported in an accurate and timely manner
 - Write-offs verified and timely approval sought
 - Pre-stocktake preparation and cut-offs ensured
 - Variance within budget
-

2. Effective and efficient distribution and logistics Management

- Efficient coordination of receipt, storage, and distribution of goods, ensuring that products are handled properly and delivered on time.
 - Liaison with transportation companies on shipments
 - Inward warehouse deliveries managed
 - Unloading of containers managed in a safe and timely basis
 - Deliveries from factories completed on a timely basis
 - Outward warehouse deliveries managed
 - Delivery of stocks on an accurate and timely basis
 - Service level Agreements (SLA) ensured at all times
 - Exports goods and outer Fiji Islands delivered on an accurate and timely basis
 - Transport costs managed at all times
 - Tracking and loading of delivery trucks optimized at all times
-

3. Effective Inventory Management

- Accurate inventory records maintained, stock levels tracked, and ensuring that the right products are available when needed.
 - Oversight of inventory control processes to minimize stockouts and excess inventory.
 - Container schedule managed
 - Container inspection carried out for cleanliness and damages on a timely basis
 - Goods loaded and offloaded without damages at all times
 - Dispatch of loaded containers from site in a timely manner & documentation ensured
 - Shipping documentation submitted to customers in a timely manner
 - Warehouse storage space management
 - Raw and finished goods space allocation
 - FIFO
 - Customer Delivery Levels (CDL) managed
 - Rate of return minimized
 - Goods returns processes managed
-

4. Effective Human Capital Management

- Efficient management of the hiring process for new warehouse staff including:
 - Drafting and distributing job descriptions ensured
 - Leading the interviewing and hiring processes as required
 - On boarding and coaching new employees as per the company SOP
- Monitor and review the performance of warehouse employees monitored and continuously reviewed
- Trainings and other performance improvement activities organised when necessary.
- Guidance to Foods Pacific Limited's staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with FPL's management team
- Succession planning ensured

5. Stakeholder relationship management

- Working relationship managed at all times
 - Custom agents
 - Transportation companies
 - Foods Pacific Ltd supply chain team
 - Suppliers
- Customer satisfaction maintained at all times
 - Delivery priorities ensured
 - Container de-vanning actioned on a timely basis
 - Customer complaints resolved on a timely basis

6. Statutory and regulatory and compliant organisation

- Compliance to company policies and procedures ensured at all times
 - Occupational Health & Safety
 - Operational SOP
 - Manual Handling
 - Use of specialized Equipment
 - ISO
- Audit recommendations implemented on a timely basis

7. Safe work environment promoted at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

8. Foods Pacific Limited's values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Competence	Description
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Accounting and Finance, Manufacturing/Production/Logistics, Business Management or Administration	
Desirable		
Degree	Manufacturing/Production/Logistics, Business Management or Business Administration or related fields	

Work Knowledge and Experience

- 7 years' experience in warehousing in a similar capacity
- Strong knowledge of warehousing Key Performance Indicators (KPIs)
- Hands on experience with warehouse management software and databases
- Expertise in warehouse management procedures and best practices
- Leadership skills and ability to manage staff
- Excellent oral and written communication skills in English with the ability to represent Foods Pacific Ltd. when necessary; fluency in other languages.
- Thorough knowledge of OHS rules and regulations.
- Demonstrated ability to draft and implement relevant policies, procedures, and planning initiatives.
- Detail-oriented with the ability to read and interpret technical documentation and specifications.
- Ability to deal with complexities of operations.
- Adheres to timelines and deadlines.
- Familiarity with warehouse management software, inventory tracking systems, and other relevant technologies is beneficial for streamlining operations and data management
- Solid understanding of warehouse operations, inventory management, and logistics processes; this includes knowledge of receiving, storing, order fulfillment, and shipping procedures
- Prioritise safety and ensure that proper safety protocols are adhered to. Knowledge of occupational health and safety regulations is essential.

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

- First Aid Certificate
- Driver's License

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Finance Team	
External		
	Customers	
	Suppliers	
	Statutory Authorities	

Attributes

Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Well organised	Controls tasks in a well thought out and critical manner.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

How To Apply

--

Contact for Enquiries

Contact Name: Ravuama Buadromo

Contact Email: jobs@maxumisefiji.com

Further Contact Information: +679 3303137 / +679 7733137

Closing Date: 26 Aug 2023