
Position Description

Vacancy Title: **Assistant Warehouse Supervisor**

Location: **Wailekutu - Lami**

Reports To: **Warehouse Supervisor (v 1.00)**

Objective

The Assistant Warehouse Supervisor is responsible assisting the warehouse manager/supervisor in maintaining workflows, keeping work areas organized, ensuring that items are dispatched on time, keeping inventories updated and improving customer satisfaction. This position reports to the Warehouse Supervisor/Warehouse Manager, CJ Patel Pacific Pte Limited.

Outcomes

Organisational Stakeholders

1. Inventory managed

- Goods movement and storage managed
 - Container inspection carried out for cleanliness and damages on a timely basis
 - Goods loaded and offload correctly as per documentation without damages at all times
 - Accuracy in picking, labelling and packing of stocks ensured
 - sets up orders for delivery or pickup
 - 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 movement ensured
 - Customer delivery levels (CDL) managed
 - Goods returns processes managed
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2. Stakeholder relationship management

- Working relationship managed at all times
 - Suppliers
 - Nestle supply chain team
 - Transportation companies
 - Custom agents
 - Customer satisfaction maintained at all times
 - Customer complaints resolved on a timely basis
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3. Regulatory and Compliant organisation

- Compliant with company policies and procedures at all times
 - Compliance safety policies and procedures at all times
 - Compliance to OHS requirements for lifting equipment ensured
 - Compliant with ISO at all times
 - Fumigation standards adhered to all times
 - Audit recommendations implemented on a timely basis
 - Daily inspection of the warehouse grounds performed
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4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Assistance in daily supervision of warehouse staff and activities provided
 - effectiveness of warehousing activities and employees performance ensured and reported
 - Determine staffing levels and assign workload
 - Guidance to CJ Patel Pacific Pte Limited's staff ensured
 - Staff developed and motivated to ensure they achieve maximum performance.
 - Regular feedback provided to staff ensuring it is accurate, objective and helpful.
 - Communicate work expectations and timescales with the team during daily briefings.
 - Disciplinary or performance issues in line with company procedures managed, seeking advice from your Line Manager and HR as required.
 - Induction for all new staff conducted
 - Annual performance appraisal completed for direct reports
 - All training needs identified communicated to management.
 - Training, support, direction and guidance to department personnel provided to continually develop their work habits, job skills and safety practices
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5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - All warehouse risk assessments and SOP's ensured and being adhered to by all workforce
 - accidents and near misses reported in a timely and accurate manner using the correct methods
 - ensure the team are also aware of their responsibilities to report accidents and near misses.
 - arrangements made to action any noncompliant items where required.
 - regular safety inspections conducted of the warehouse equipment in accordance with company procedures.
 - All workers are using the correct PPE in general and work specific tasks.
 - Excellent levels of housekeeping maintained to ensure areas are free from waste and trip hazards etc.
 - all fire points maintained in accordance with risk assessments.
 - Management notified of any potential noncompliance and assistance provided in carrying out any disciplinary measures
 - 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

6. CJ Patel Pacific Pte 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. |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| Customer | |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Quality Focus | Deliver quality. |
| People | |
| Facilitation | Assist the progress of work ensuring its timely and effective completion. |
| Operational | |
| Stock Control | Acquire and monitor stock to meet business needs |

Qualifications

| Qualification | Discipline | Notes |
|------------------|---------------------------------------|-------|
| Preferred | | |
| Diploma | Business Management or Administration | |

Work Knowledge and Experience

- Previous experience as a warehouse supervisor or a similar management position.
- Strong working knowledge of warehouse operations and management.
- Time management and problem solving skills and the ability to delegate.
- Excellent leadership and organizational skills.
- Knowledge on regulatory requirements for import/export shipments
- Strong communication and interpersonal skills. .
- Proficiency in Microsoft Office and data entry software.

Requirements

Language Proficiency

- Good Command of English

Other Required Requirements

- No other required items found.

Interactions

| Type | Interaction | Comments |
|-----------------|--------------------------------|----------|
| Internal | | |
| | Management Team | |
| | All employees | |
| | Human Resources Officer - CJPP | |
| | Sales Team | |
| | Logistics Team | |
| External | | |
| | Customers | |
| | Suppliers | |
| | Statutory Authorities | |
| | Contractors | |

Attributes

Behavioural Styles

| | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------|
| Punctuality | Completes a required task or fulfills an obligation before or at a previously designated time |
| 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. |
| Detail oriented | Attends to the small elements of a task/activity, ensuring completeness and accuracy. |

Interpersonal Styles

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

Thinking Styles

| | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Well organised | Controls tasks in a well thought out and critical manner. |
| Flexible/Adaptable | Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions. |
| Numerate | Shows abilities in quantitative thought and expression. |

How To Apply

Using Link

Contact for Enquiries

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Further Contact Information: --

Closing Date: 21 Mar 2026