

RA International - Job Description Form



PERSONAL DETAILS	JOB HOLDER: JOB TITLE LOCATION:	Warehouse Manager - Somalia	ID NUMBER: D.O.J: DATE REVIEWED: NEXT REVIEW:	
	REPORTING TO:	Country Manager		
	LIAISON WITH:	Country and Group Management, Project Managers, Group and Local Procurement and Finance Departments		
JOB PROFILE	JOB PURPOSE	To further professionalize the warehousing and stock control function in Somalia.		
	KPI's	To be agreed with Line Manager		
	MAIN JOB ACCOUNTABILITIES & EXPECTATIONS	<ul style="list-style-type: none"> ▪ Take ownership of the warehouse and all stock control functions. Recommend improvements so as to transition from present state to a professional warehousing operation (barcoding items, paperless receipt and issuance processes, introduction of GIS, etc...). ▪ Create and document standard operating procedures relating to inventory control for approval of group management. ▪ In tandem with the local management team, assist with resource planning, administration (such as supplier evaluations), and general operational management issues. ▪ Manage the warehouse staff (analyse job performance and training requirements, recommend training programs or provide training, perform evaluations, etc...) ▪ Ensure that workplace health and safety requirements are met and that staff are following company policies and procedures at all times. ▪ Bring to the notice of the HR department any discipline issues and assist in the hiring process of new staff as required. ▪ Take responsibility for the security of the warehouse and stock take all necessary steps to avoid any losses of stock. This includes physical security but also ensuring that the appropriate end users are notified if items are close to expiry or if there are slow moving items in stock. ▪ Ensure all stock is maintained in an orderly fashion and can be accessed quickly for issuance or inspection purposes. ▪ Plan the arrangement of goods within the warehouse and organize special requirements for certain stock, such as chilled goods or fragile products. ▪ Maintain records of inventory levels in remote sectors. ▪ Supervise and direct the monthly stock count and subsequent reports required at each month end. ▪ Ensure the accuracy of information both received and entered on physical source documentation, and inputted into the Microsoft ERP system. ▪ Oversee receiving of goods and that GRNs both match the 		

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		<p>physical count and are completed and filed appropriately.</p> <ul style="list-style-type: none"> ▪ Ensure the issuance process occurs in an organized fashion with issuance vouchers being completed and filed accurately. ▪ Ensure all physical source documentation (GRNs, Issuance Vouchers, Transfer Vouchers, etc...) are issued and filed in sequential order. ▪ Produce daily stock reports at the end of each day detailing the close of day inventory position. ▪ Provide ad-hoc reports as requested by management or other departments. ▪ Communicate regularly with Procurement and Finance teams to assist with general queries and the stock reconciliation process. ▪ Communicate and respond to all other queries from other departments, staff groups and customers by email and telephone. 		
	REQUIRED SKILLS	<ul style="list-style-type: none"> ▪ Be physically fit so as to assist with physical duties (lifting) if required. ▪ Good communication skills essential (verbal and written). ▪ Ability to juggle requests and prioritize tasks ▪ Good time management skills. ▪ Experienced at training and managing staff. ▪ Extensive knowledge of ERP and similar software. 		
JOB SPECIFICATION	PREFERRED QUALIFICATION & EXPERIENCE	<ul style="list-style-type: none"> ▪ Sound knowledge of all aspects of warehouse management and industry best practices. ▪ Educational background at least up to Diploma level. ▪ Minimum 5 years' experience in a supervisory position with adequate exposure to a first-world modern warehousing environment. ▪ Experience utilizing warehouse management software to log stock movements, maintain stock organization, and generate management reports. 		
SIGNATURES	EMPLOYEE		DATE	
	LINE MANAGER			
	COUNTRY MANAGER			
	HRD			