

VACANCY ANNOUNCEMENT

WAREHOUSE SUPERVISOR

Job Summary

We are looking for a highly organized and detail-oriented Warehouse Supervisor to manage our warehouse, which stores soya beans and maize. The successful candidate will have knowledge of soya beans and maize, and other agriculture traded commodities, as well as experience in Warehouse Management.

Key Responsibilities

- ✓ Supervise warehouse staff to ensure efficient receipt, storage, and dispatch of soya beans and maize and other agriculture traded commodities.
- ✓ Oversee the accurate raising of Goods Received Notes (GRNs) and Delivery Notes (DNs)
- ✓ Ensure proper stacking and storage of commodities to prevent damage and maintain quality.
- ✓ Maintain accurate records of inventory, stock movements, and warehouse operations
- ✓ Implement and enforce warehouse safety and security procedures.
- ✓ Collaborate with other departments to ensure seamless operations.

Requirements

- ✓ Grade 12 Certificate
- ✓ Diploma or Certificate in a relevant field (Agriculture, Logistics, or Supply Chain Management).
- ✓ Proven experience as a Warehouse Supervisor in a busy warehouse, preferably dealing with maize and soya beans and other agriculture traded commodities.
- ✓ Knowledge of soya beans and maize, including their handling, storage, and quality control.
- ✓ Experience in raising GRNs and DNs
- ✓ Excellent leadership, communication, and organizational skills
- ✓ Ability to work in a fast-paced environment and meet deadlines

How to Apply

If you are a motivated and experienced warehouse professional with knowledge of soya beans and maize, please submit your application, including your resume and cover letter, to mcmrecruitments@gmail.com. We look forward to hearing from you.

Only shortlisted candidates will be contacted. Closing date is Thursday 30th January 2025