

EXTERNAL ADVERTISEMENT

JOB TITLE: Depot Supervisor
DEPARTMENT: Supply Chain
REPORTS TO: Elaine Saayman
LOCATION: Cape Town
REMUNARATION: Market related salary competitive within the industry

A reputable multinational plastic Manufacturing Company is looking for a unique individual for a Depot Supervisor Position to be based in Cape Town.

Purpose:

To successfully manage area in line with SHE & Company Policies (Performance & Reporting), to be able to Implement & Drive Customer Service Program. To Manage Budget and agreed savings plan (Financial Control achieved), (Full implementation of OTIF and Customer Service Profile) and also Drive Continuous Improvement (Build the Team to Deliver).

Responsibilities:

- Drive SHE policy & Risk Assessment Score reduction.
- Drive Team Performance.
- Ensure all policies, procedures & work instructions are adhered to.
- Daily Meetings with Team.
- Business reporting in place.
- Customer Service: On time and in full (OTIF) implemented, maintained & improved.
- Manage full maintenance fleet.
- Depot time & attendance.
- Depot HR – with head office support.
- Drive team to achieve zero back orders at month end (month to month) by due date.
- Measure and minimize number of picking errors.
- Manage depot stock levels effectively (DRP).
- Stock accuracy (stock counts) report (as per the policy)
- Manage stock adjustments and credit control.
- Quarantine warehouse control.
- Distribution fixed cost % of sales
- Drive and execute the below programmes as per business plan and set deadlines:
 1. Baan

2. My Business implementation.
3. Structure & team objectives & output KPI's defined and driven (right people in the right jobs)
4. Identify training needs

Qualifications and Minimum Requirements

- Relevant Diploma
- 3-4 years Management experience
- Must be assertive
- Excellent inter-personal skills
- Customer service orientated
- Work independently
- Self-starter/own initiative & self-disciplined
- Excellent administrative skills

*Applications to be forwarded to HR via email to recruitment@marleyps.co.za on or before Friday, 4 September 2020, **Subject:** Cape Town Depot Supervisor. Incomplete applications without supporting documents or relevant qualifications will not be considered. All applications will be considered in accordance with the company's relevant policies.*

If you do not qualify, please don't apply for the position.

Note that as part of the selection process applicants will be requested to submit to practical assessments/tests to prove capability in certain areas as well as psychometric assessments to determine personality fit to the position.

NOTE: By submitting your application, you confirm your willingness and consent to submit to these assessments. You also consent to your personal information being captured and stored in line with the requirements of the POPI Act.

CLOSING DATE: FRIDAY, 4 SEPTEMBER 2020.