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| **Management Service Consulting** |

* Job Title: **LOGISTICS & WAREHOUSE MANAGER-**
* Effective: 1
* Deadline: August-15-2022

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| **Main Function** | Logistics & Warehouse |
| **Location** | Kinshasa, DRC |
| **Designation** | Logistics & Warehouse Manager, Beverages |
| **Reporting to** |  Business Unit Head |
| **Role Objectives** |  For the efficient receipt, storage and dispatch of goods, tools, machinery, auto fleet and PPE. |
| **Key Abilities** | Organizational skills, Operational excellence, Leadership, People Management |
| **Key Accountabilities** | **General Management:** * Overall responsible for the Warehouse operation as below
* Receiving of the finished products from the production department
* Proper storage of FG as per the standard procedure
* Loading the products to the Kinshasa sales as per their requirement maintaining the stock reconciliation DSE wise etc
* Loading the products as per the requirement of Kolwezi team with discussion with sales in charge \ director
* Prepare the necessary documents externally \ internally
* Coordinate and arrange the required manpower as per their dispatch plan requirements.
* Monitor and update the labours in \ out timing attendance \ OT in the card
* Monitor and record of IN & Out of Products \ vehicle etc
* Follow the FIFO \ FEFO without Fail
* Daily Prepare the stock statement and submit to the concern person
* Daily Coordinate with the Production department for the effective planning of production and fulfil the market requirement
* Coordinate with directors for all the government related official visits registrations, renewals, returns under different government legislations etc.
* Coordinate with directors for the supplier visit etc
* Maintain the Warehouse Clean , remove the unwanted materials time to time
* Monitor the Truck Condition , Coordinate with the Truck technician for the necessary corrective action
* Monitor the Truck Condition , If anything related to welding \ fabrication Coordinate with the welder for the necessary corrective action
* Monitor the Vehicle Millage \ Fuel consumption on daily basis, If any deviation update to the concern person.
* Monitor the elevator condition coordinate with technician for the necessary repair & Maintenance
* Coordinate with store for the diesel requirement for the Truck \ boiler etc
* Coordinate with store \ Local Purchase person to purchase the necessary material from the local market as per the standard
* Collecting the cash and Managing the day to day expenses as per the direction from the management and submit the expenses statement
* Priorities our own Truck for the Kolwezi dispatch
* In lean season Priorities our own truck for the Kakaknda \ Fungurume Trip
* In Lean season – Sunday operation to eb eliminated , coordinate with sales \ director pre plan the dispatch for Kolwezi etc on Saturday its elf
* If any sales requirements on Sunday \ holidays need basis pre plan and load on Sundays
* Coordinate for the RMPM receiving and unloading
* Continuously Monitor the Ware house Handling damages cases \ repack time to time and shortage will be balanced from production department, No FG stock to be shared to RMPM loss to accounts
* Any repeated defects in the FG \ feedback from the Market coordinate to the production team with samples for their observations and necessary corrective actions
* Monitor the Pallet conditions and coordinate for the repairing
* Monitor the cleaningness of the vehicle and coordinate time to time for effective cleaning
* Monitor the Daily \ regular mandatory checking for the Trucks as per the checklist
* If any Pallet or space constrain coordinate in advance to the production department for the effective production planning
* Against the production plan coordinate to the production team for the space \ pallet \ elevator etc.
* Focus to avoid the storage and Handling damages of FG
* Monitor and do the needful the pest controlled activities
* Follow the Business promotional gift articles , as per the standard protocol \ approval coordinate to issue as per the requirement
* Monitor the security activities give the necessary inputs to the director
* Weekly \ Monthly once consolidate the stock reports with accounts department any deviations inform to the concern person and do the needful
* Following Food Safety, Quality Safety & Environment
* Ensure all relevant Safety, Food Safety Quality and environmental policies procedures and controls are followed in all the WH related activities
* Adhere to all applicable regulations, policies, and procedures for health, safety, and environmental compliance
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| **Knowledge, Skills & Abilities** |
| **KSA** | **Requirements** |
| **Experience** | * Min. 5 years’ experience at senior position having logistics & Warehouse responsibility and overall, 15-18 years’ experience in Logistics & Warehouse preferably in Beverage’s industry
* Extensive knowledge of Beverages products
* Familiarity with the latest trends, technologies, and methodologies in the Beverages Industry
* Analytical skills to forecast and identify trends and challenges
* Excellent communication skills
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| **Scale & size of****operation** | * Must have done new product development and handled turnover of USD 30 - 40 Mn
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| **Educational****Qualification** | * Bachelor's degree or MBA in Related Field
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| **Preferred****background** | * Beverages Industry
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| **Value** | High Professional Integrity & Ethics |

## Appliquer: recrutement@msc-drc.com

## En indiquant l’intitulé du poste dans l’objet du mail

## NB: - Seuls les candidats selectionnés seront contactés pour la prochaine étape

**Offre ouverte aux spécialistes internationaux**