

<b>JOB TITLE</b>	:	FG Warehouse Dispatch Supervisor
<b>DEPARTMENT</b>	:	Finished Goods Warehouse
<b>PURPOSE OF THE POSITION</b>	:	Monitor the correct loading and offloading of all orders and trucks
<b>MINIMUM SKILLS AND KNOWLEDGE REQUIRED</b>	:	<ul style="list-style-type: none"> <li>✓ Minimum 2 years' experience in FMCG Dispatch Warehousing</li> <li>✓ Minimum 1 years' experience in Granite- and Syspro systems</li> <li>✓ Good Mathematical literacy, fast and accurate calculations</li> <li>✓ Proven leadership skills</li> </ul>
<b>BEHAVIOURAL DIMENSIONS</b>	:	<ul style="list-style-type: none"> <li>✓ Excellent organising and prioritising skills</li> <li>✓ Ability to motivate and lead team to optimise performance</li> <li>✓ Embrace high pressure environment</li> </ul>
<b>BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS</b>	:	<ul style="list-style-type: none"> <li>✓ <b>Loading area supervision:</b> <ul style="list-style-type: none"> <li>○ ensure staff are utilised in the most effective manner,</li> <li>○ ensure load schedule/roster is up to date, liaise with admin office,</li> <li>○ monitor forklift requirements during the day,</li> <li>○ prioritise loads and oversee process to scan and loading</li> </ul> </li> <li>✓ <b>Responsible for load verifications:</b> <ul style="list-style-type: none"> <li>○ ensure stock quantities are correct,</li> <li>○ stock loaded are according to standards,</li> <li>○ check if pallets loaded are wrapped sufficiently,</li> <li>○ do vehicle inspection as per FSSC requirements,</li> <li>○ check if correct pallet types are loaded per operational requirements,</li> <li>○ complete dispatch load checklist,</li> <li>○ take photos of completed loads</li> </ul> </li> <li>✓ <b>Record keeping:</b> <ul style="list-style-type: none"> <li>○ Complete dispatch control check list book, per load</li> <li>○ Download photos taken, rename and store</li> <li>○ Record keeping of divider movements</li> <li>○ Apply granite tracking entities on stock returned/delivered</li> <li>○ Document and verify returns from customer or depots</li> </ul> </li> </ul>
<b>CONTACT PERSON</b>	:	Albert van Tonder / Leaton Martin
<b>DEADLINE FOR APPLICATIONS</b>	:	<b>06 May 2022</b>
<b>TO APPLY</b>	:	<ol style="list-style-type: none"> <li>1) Should you meet the requirements for this position, please apply <b>ONLINE</b>.</li> <li>2) Ensure you select the correct position you are applying for.</li> <li>3) Incl. motivational letter (why you are suitable for the position)</li> <li>4) Incl. updated CV (incl. contactable references and highest qualification)</li> </ol>

**Important to note:**

\*Please consider your application as unsuccessful if you have not been contacted within 2 weeks.

\*\*By applying for the position, the applicant gives permission to the Company to scrutinise and process personal information shared.

