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Store Supervisor

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Company: J&J Transport

Location: Beira

Category: other-general

Job Description: Job Requirements:

GENERAL

The Stores Supervisor controls and administers the Stores, maintaining the stock levels on an “as-needed” basis for the Workshop and the Company. This requires stocks monitoring and reporting to ensure no stock-outs that negatively impact the continuity of Workshop and Fleet operations.

The Stores Supervisor reports to the Workshop Administration Manager.

Duties & Responsibilities

The duties of the Stores Supervisor are as follows:

Outline of Duties & Responsibilities:

Controls the Main Stores, the Second Hand Stores, Oil Stores and Gas Stores, under the management of the Workshop Administration Manager;

Supervises and develops the Stores team, ensuring they are motivated, disciplined and productive;

Drives the compliance of the Stores team with procedures and policies, with special attention to Invoices which must match PO's, the issuing GRV's, and Internal GRV's; and that documents are supported, authorized and filed;

Ensure that the Stores Information System (FMS/Sage) records are properly captured and maintained;

Establishes minimum stock levels with the Workshop Administration Manager and ensures these records are correctly maintained in Sage;

Follows procedures to ensure parts are procured when stock levels hit minimum stock levels;

Checks stocks and parts received are in the required condition and meet specifications;

Captures stock adjustments and stock returns and ensure authorization;

Ensures that second hand spares are utilized first and new spares are only issued out if there are no second hand spares available;

Establishes future spares requirements and ensure stores have stock;

Ensures the capture of second hand spares and substitute parts records in Sage and link to the "Master Spare";

Ensures that the Stores are neat, clean and well packed and all parts are correctly stored in their correct bin locations and laid out in a manner to enhance efficiency;

Coordinates Stores stock takes, including daily mini stock takes, monthly stock takes and the annual stock take and reports sent to management by the set deadlines;

Reports stock variances to the Workshop Administration Manager;

In co-ordination with the Workshop Administration Manager, conduct staff appraisals for stores employees and maintain discipline amongst Stores staff by taking disciplinary action as necessary.

Presents PO's, GRV's with the relevant suppliers invoice, and internal GRV's to the Workshop Administration Manager for approval;

Seeks systems and stores administration improvements to raise productivity and cut costs for the Company;

Receives employees with requisitions and requesting service as "customers", treating them efficiently, politely and professionally.

Perform other tasks as may be required by the Workshop Administration Manager or his Deputy

JOB REQUIREMENTS:

Soft Skills – Behaviours / Personal Competencies:

Good communication skills;

Display high levels of responsibility and accountability;

Good judgment and strong profit orientation;

Hard worker, with high levels of energy and self-motivation;

Results orientated with delivery capabilities and good time management skills;

Planning and Organization Skills;

Able to establish and maintain effective working relationships with subordinates, co-workers, Managers and external 3rd parties (suppliers);

Conflicts management abilities;

Pro-active management style with initiative and dynamism;

Ensuring compliance with the Health, Safety, Environmental & Security and Anti-Bribery and Anti-Corruption policies for yourself and any of your direct reports;

Available to pursue personal development of skills and knowledge necessary for the effective performance of the role;

PRO: AD/CB

Hard Skills – Background / Technical Competencies:

Degree/Diploma with high school completed; Experience in Stores Management (min 2 years);

IT knowledge: excellent knowledge of Microsoft Office (Word; Excel), the ability to learn the use of databases;

English and Portuguese – written and verbal fluency;

LI: Minimum of 20.

Working Hours:

Regular Office working hours at JJ:

From Monday to Friday

07h00 – 12h30

13h30 – 16h30

Weekend (rotated weekly – one weekend ON/followed OFF):

Saturday:

07h00 – 12h30 and 13h30 – 16h30

Sunday:

07h00 – 12h30

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