



EXTERNAL VACANCY

RAW MATERIAL SUPERVISOR

JOB PURPOSE:

The above position has opened in our Logistics Department reporting to the MP&L Specialist based in Pretoria branch.

Raw material supervisors' responsibility is to ensure that goods received into or sent out from the Company are in good condition and correspond with the correct paperwork, accurate stocks/records are held, and customer deliveries are dispatched on a right first-time basis. Make sure that materials supplied to production match the request of the Kanban cards received from Production and all related functions at the Aeroklas Duys.

EDUCATION, SPECIALIST KNOWLEDGE & QUALIFICATIONS: MINIMUM REQUIREMENTS:

- 5 + years of experience in logistics field
- At least 2 years of experience in a warehouse setting
- Computer literacy
- Strong experience in inventory software and control systems
- Lean manufacturing experience
- Syspro experience will be a benefit
- Leadership skills
- Must have a current driver's license or the ability to obtain one.

Personality Traits:

- Teamwork,
- Coordination,
- Organizational and Planning Skills,
- Time Management,
- Reporting Skills,
- Inventory Control,
- Documentation Skills,
- Data Entry Skills,
- Dependability

Skills required:

- Ability to work under pressure
- Strong communicator

- Experience with inventory software and control systems
- Attention to detail
- Problem solving
- Ability to be cross trained
- Adaptability

KEY PERFORMANCE AREAS:

- MMOG for area
- Ensure updates are done timeously for receiving of goods and booking stock into ERP
- All relevant daily updates completed in time in ERP
- Handling and recording of non-conforming products
- Ensuring all paperwork is correct and goods received are in good order
- Proper filing system in place for raw material stores
- Process adherence
- Assisting admin staff to ensure that accurate stocks are held on site.
- Ensure that customer orders are dispatched accurately using the appropriate software.
- Load these orders onto the relevant vehicles in a safe and responsible manner in order to ensure that deliveries are made to the customer on a right first-time basis.
- Adherence of truck TAT
- Ensure a FIFO stock rotation system is operated
- Keep the stores in a clean and safe working condition and store goods in the right location to maximize sales and minimize waste.
- Min / Max adherence by team
- Control of Cycle counts, and stock takes
- Ensure KPIs are met for area of responsibility
- Ensure cross functional training for team
- Continual improvement
- Housekeeping and 5S within the warehouse.
- Proper stock identification
- Direct and supervise personnel and activities within the Logistics Control plan.
- Execute assignments as directed by MP&L Specialist with no supervision.
- Collect and analyze supply chain management data - KPI

The Job description indicates only the main duties and responsibilities of the post. You share with Aeroklas Duys the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Only applicants who meet the requirements will be considered.

Interested candidates who meet the criteria to send applications to the Main office by the closing date.

Aeroklas Duys is committed to diversifying its employee profile in terms of its transformation initiative and encourages candidates from previously disadvantaged backgrounds to apply.