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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 |
| **Scale & size of**  **operation** | * Must have done new product development and handled turnover of USD 30 - 40 Mn |
| **Educational**  **Qualification** | * Bachelor's degree or MBA in Related Field |
| **Preferred**  **background** | * Beverages Industry |
| **Value** | High Professional Integrity & Ethics |

## Appliquer: [recrutement@msc-drc.com](mailto: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

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