



VACANCY

The vacancy below is now available at Dundee Precious Metals Tsumeb.

THE POSITION: **WAREHOUSE SUPERVISOR**

The incumbent will report to the **Warehouse Manager** and be accountable for:

ROLE ACCOUNTABILITIES:

- Legal, Safety, Health and Environmental compliance as well as promoting a safety culture in the area of accountability.
- Lead by example through compliance with the company purpose and values.
- Oversee and coordinate daily warehouse activities such as receiving and storing goods, managing inventory levels, issuing, maintenance and ensuring the efficient delivery of goods in accordance with customer service levels, whilst securing and protecting the company's investment in inventory.
- Assist and cooperate with internal and external audits by providing relevant information when requested, and promptly correct any audit findings within the warehouse and inventory activities.
- Supervise and ensure all warehouse and inventory activities, processes, policies and procedures are adhered to.
- Effective supervision and management of employees, budget and other resources under their control to achieve company goals.
- Assist the Warehouse Manager in maintaining a smooth operation of a fast-moving environment.
- Effective teamwork and coordination with all stakeholders, with focus on being customer service orientated.
- Ensure paperwork such as time sheets or reports are accurately completed and are on time.
- Facilitate the ongoing development of knowledge, skills and personal growth of team members.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Bachelor's Degree NQF Level 7 or National Diploma NQF Level 6 in Warehousing and Inventory Management, Supply Chain Management, or any other related field.
- A minimum of 6 years in Warehouse and Supply Chain Management, of which 4 must have been in supervisory capacity.
- Short courses on staff management, supervision, and frontline leadership will be an added advantage.
- Knowledge and experience on Enterprise Resource Planning (ERP) systems.
- Knowledge of MAXIMO will be an advantage.
- Strong working knowledge of warehouse operations and management.
- Strong organizational and time management skills and the ability to delegate.
- Excellent leadership and interpersonal skills.
- Good customer service skills.
- Excellent written and verbal communication skills.
- Computer literacy (Microsoft Office packages).
- Valid forklift and driver's license code C1.

APPLICATION PROCEDURES:

All applications meeting the **minimum requirements** must be accompanied by a non-returnable detailed curriculum vitae, certified copies of qualifications and identification documents (ID). Applications should clearly indicate the position being applied for and should be sent as **one PDF attachment**. Applications not adhering to these rules will not be considered.

Please forward applications to the email: dpmrecruitment3@dundeeprecious.com

CLOSING DATE: WEDNESDAY, 29 MAY 2024, 16H00 PM

Only short-listed candidates will be contacted.

Applicants who are not contacted within two weeks after the closing date, should consider their application unsuccessful.

The recruitment process will be administered as prescribed by Namibian Affirmative Action Act.

Women and persons with disability are encouraged to apply.

Dundee Precious Metals Tsumeb is an Equal Opportunity Employer.

