

Offloading Attendant at The Coca-Cola Company

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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The Coca-Cola Company, which is headquartered in Atlanta, Georgia, is an American multinational beverage corporation, and manufacturer, retailer, and marketer of nonalcoholic beverage concentrates and syrups.

Key Purpose Statement

The primary role of the Offloading Attendant in the operations department is to ensure all glass received is properly checked and well sorted. The offloading Attendant ensures truck-offloading turnaround time is achieved and there is % stock accountability. The offloading Attendant has a primary focus on the quality of the glass received and the overall GMP of the offloading yard.

Key Duties & Responsibilities

To ensure all glass received is properly arranged, checked, sorted and accounted.

To monitor the movement of glass and ensure all documents relating to glass stock movement are accurate and properly signed.

To check the stores manifest and ensure that the physical quantity of glass received concur with the manifest records.

Checking daily offloading analysis, movement and crating reports and preparing wages for piece work

To ensure that internal controls are operating effectively and that losses related to glass stock are eliminated.

To identify and investigate any suspected causes of glass stock losses and recommend appropriate corrective action to management.

To supervise junior staff in the department and keep them effectively informed of their obligations and make regular follow ups on key aspects of their work such as quality, budget, timelines, reports and updates as may be necessary

To optimize glass collection and ensure availability of glass per brand in line with production requirements

To ensure that cullet and related waste is properly sorted, stored and disposed as per prescribed procedure.

To maintain SHEQ practices and standards in working areas

Skills, Experience & Education

EXPERIENCE: 2 years' experience in a busy warehouse environment.

QUALIFICATIONS: KCSE certificate

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