

Senior Manager - Warehousing

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Company: Volt Management Services Limited

Location: Nairobi

Category: other-general

KEY RESPONSIBILITIES

- 1 . **Product Assembly, printing, and packaging**Oversee product assembly, printing and packaging. This includes the production of standard and complete SKU for storage, as well as custom orders, custom printing, and de-bundling. Oversee product labelling, including per-piece and for bundles / SKU.
- 1 . **Goods dispatch & order fulfilment:**Plan manpower to fulfil picking lists for dispatch within agreed timelines. Coordinate with Logistics to allow them to arrange timely dispatch.
- 1 . **Receive goods from production:**Collect goods from Clients production facility and receive into the warehouse / store. Ensure stock quantities match and quality meets expectations.
- 1 . **Storage, security and stock control:** General warehouse management, including space allocation, location optimisation, and housekeeping. Optimise storage locations and space allocation. Ensure stock is secure and eliminate pilferage. Stock counts, audits, and checks.
- 1 . **Goods receipts**Oversee the receipt of goods returned from customers, including issuing of GRNs. Ensure tracking and control of stock into / out of production, including waste and reground material.

- 1 . **Stock planning:** Together with production and sales, plan target stock levels for all SKU. Approving special order requirements (e.g. single colour, or exceptional customer requests).
- 1 . **Manpower management** Oversee manpower allocation for packing, printing, stores, and dispatch. Performance management, staff development, recruitment and capability building. Capturing staff feedback and planning improvements

SKILLS & EXPERIENCE

Degree in Supply chain Management or a related field.

At least Six (6) years experience in a fast-paced warehouse lead role

Strong knowledge of warehouse management, including best practices.

Previous experience managing a complex finished-goods warehouse function, with hundreds of SKUs.

People leadership experience, spanning multiple organisational layers.

Analytical capability, including the ability to assess information, set priorities and execute on them.

Demonstrated capacity to work independently, and execute change.

Knowledge of process improvement methodologies, such as Lean / Six Sigma.

Experience working with a performance management structure and delegating responsibilities to staff.

Experience in a company with production or assembly on site, rather than receiving only finished goods.

Experience working in or managing basic goods production / assembly processes.

Experience with continuous improvement methodologies preferred, but not essential.

YOUR VALUES

We value people who are extremely ambitious and have a track record of high-

performance, and are able to continually step out of their comfort zone.

A bias for action, with the ability to operate in an ambiguous environment.

A growth mindset we won't be immediate experts in everything we set out to do, but that's ok, as long as we're learning and making progress while managing our risk.

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