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VACANCY BULLETIN : 001/2024 REF Snr Man Warehouse
DESIGNATION : SENIOR MANAGER WAREHOUSE & DISPOSAL
GROUP : FINANCE
DEPARTMENT : LOGISTICS
REPORTING TO : GENERAL MANAGER LOGISTICS

Appointment Minimum Requirements:

- National Diploma (NQF Level 6) in Logistics Management
- 7 years' experience of which 3 years must be at middle management level

Primary Function

The SM: W&D is primarily responsible responsible for the efficient and effective management of the organisation's warehouse operations, as well as overseeing the proper disposal and recycling of materials . Eensure smooth inventory management, compliance with safety regulations, cost-effective disposal strategies.

Key responsibilities

Oversee the entire warehouse operation. This includes managing inventory,optimising storage space,ensuring efficient workflows and maintaing safety protocols. Setting performance goals,providing guidance and fostring a positive work environment..).Develop and grow effective working conditions and ensure sound communication relationships with inter nal and external customers and suppliers.

Develop policies, procedures and standards regulating the key aspects for which the division is responsible for and ensure proper implementation and execution of those policies, procedures and standards.. Implement and enforce safety procedures and policies within the warehouse. Ensure accurate inventory tracking,minimising stock discrepancies and implementing inventory management.Prepare monthly,quartely and annual reports.

Develop and implement environmentally responsible disposal and recycling strategies in compliance with regulations. Coordinate the proper disposal of obsolete, damaged, or surplus materials, ensuring legal and ethical compliance. Identify opportunities for recycling or reusing materials to minimize waste. Monitor the utilisation of the budget within the division, to ensure that expenditure is effectively managed and allocated efficiently Ensure compliance with statutory requirements and all security-related legislation

Engage the management team to align governance structures with short and long term planning and projections. Oversee all processes and ensure compliance with appropriate standards and regulations. Monitor and manage performance towards goals and organisational objectives, to ensure overall success. Identify developmental needs and implement development plans, including training of staff. Manage leave effectively.. Represent the department at various appropriate forums and confidently raise issues at the appropriate governance structures. Provide direction for overarching conformance to customer Service Level Agreements (SLAs).

CLOSING DATE: 12 September 2024 @ 17:00

TO APPLY EMAIL: recruitment.finance@citypower.co.za

ENQUIRIES: 011 490 7909/7343/7687

BULLETIN: REF 003

NB: The City Power application form must be completed and submitted with the application to the relevant email address provided for the specific position. Failure to complete and submit the form will disqualify the applicant for consideration

Note:

- City Power is an Employment Equity Employer; therefore, preference for this position will be given to candidates whose appointment will enhance representation (especially Gender and Disability).
- If you do not hear from us within 2 months of the closing date, you may assume that your application was unsuccessful



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- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records and previous employment.
- City Power reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application