



SHAPE YOUR FUTURE AT IFM!

Since the foundation in 1969 ifm has developed, produced and sold sensors, controllers and systems for industrial automation worldwide.

ifm South Africa is looking for a:

Assistant Warehouse Manager - Head Office, Gauteng

Position

To support the Warehouse and Logistics Manager in the overall effective and efficient management of the Warehouse and Logistics department to satisfactorily meet the needs of all internal and external customers and achieve the strategic company goal.

Responsibilities

Monitor, manage and improve the efficiency of ifm Pretoria warehouse

Ensure company policies and procedures are followed and adhered to

Implement and improve policies and procedures in support of organizational goals

Ensure facilitation, coordination and effective communication between Warehouse, Service Centre, Sales, Finance and Marketing department

Ensure SLA's are implemented between internal departments and monitoring of compliance to SLA's implemented

Effectively use the relevant ERP systems to execute tasks

Managing Warehouse Supervisor, Storeman, and Driver

Work closely with the Warehouse Supervisor to achieve daily and long-term company goals

Ensure the timely and accurate delivery of orders to customers (internal and external) through couriers and internal driver and liaise with relevant parties closely.

Monitor and measure KPI's for Logistics and Warehouse department set locally and by Germany.

Manage allocation of staff duties and performance management of staff

Prepare specified reports on a daily and monthly basis, and Analyse reports and action strategic plans accordingly

Manage all logistics and delivery queries between the relevant departments

Manage and ensure the preparation for all stock takes

Ensure stock accuracy through cycle counts and full stock takes

Ensure there is investigations for stock variances, resolutions are reached, and implement solutions on shortfalls

Project logistical support and coordination according to customer contracts

Responsibilities will vary as required to achieve the goal of this position

Qualification

Tertiary Qualification in Distribution / Warehousing / Logistics or similar and relevant qualification

Experience

5+ Years of distribution, warehouse, and logistics experience

5+ Year of relevant managerial/supervisory experience

Strong IT experience (Outlook, excel, Word, MS Teams)

Strong experience in CRM systems and practices

Strong ERP experience from Logistics and Warehouse aspect

Experience in INCO Terms, import and export processes & regulations



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Required Skills

Resilience - being able to handle demands from internal and external customers

People driven - The ability to look after, develop and motivate a team

Action orientated (Be self-driven & pro-active)

Strong verbal & written communication skills

Assertive

Customer focus

Problem solving

Attention to detail

Time management and

Priority setting

Punctual

Report to

Logistics and Warehouse Manager

- Direct reportees: Warehouse Supervisor and Driver
- Indirect: Storeman

Start Date

Immediate

Remuneration and Benefits

Competitive salary and year end company result based performance bonus. Medical aid contribution - life insurance – Provident fund after successful completion of 6 months' probation period. Annual leave days according to years' service policy

Closing date for applications: **16 May 2023**

Forward CVs to: hr.za@ifm.com

Apply now - we look forward interviewing you!

ifm – close to you!