

Warehouse and Distribution and Manager at Sanku

Nature and Scope:

The role holder is responsible for a vital part of the logistics process, managing people, processes, and systems in order to ensure goods are planned for, received, managed, packaged, and shipped appropriately, and that productivity targets are met in all in-country warehouses. S/he will also be responsible for workplace health and safety standards and for the security of the building and stock.

Duties and Responsibilities:

- Monitor inventory levels to ensure sales demand is met at all times, and warehouses are not overstocked. This includes creating, and or constantly reviewing and updating the existing forecast model and placing orders to the production or procurement team.
- Take lead on minimizing shrinkages in the warehouse and during transportation through understanding the drivers and putting in place corrective actions sustainable for the long term.
- Constantly review the implementation of the receiving, put away, and order fulfilment processes to identify opportunities for improvement, propose solutions and lead the implementation to improve it.
- Lead, and manage a team of warehouse and distribution coordinators on a day-to-day basis, to ensure the team is well organized, has the capability and motivation to get the job done. This includes but is not limited to conducting in-person check-ins, performance discussion, coaching sessions, conflict resolution, and collaborative problem-solving.
- Collaborating harmoniously with cross-functional teams in areas of intersection mainly production, finance, and sales team to ensure that SANKUs mission is always upheld.
- Assess the need for various tools and equipment for efficient warehouse operations and work on ensuring they are always available, maintained, and stored securely at all times to ensure maximum efficiency, and reduce downtime.
- Contribute to the establishment of performance metrics for measurement, comparison, or evaluation of factors affecting the warehouse operations, and take an active lead in monitoring and improving warehouse performance.

- Contribute to documentation of policies and processes to ensure business continuity.
- Constantly self-educate on best warehouse practices locally and globally to bring improvement in SANKUs warehouses, as well as seeking information in the local market that might affect SANKUs warehouse operations.
- Observe the environmental impact of the warehouse operations to meet sustainability targets. This includes but is not limited to ensuring all warehouses are well maintained, kept clean, and organized and that waste management is done according to standards.
- Taking full ownership of overall warehouse and distribution operations, resolving challenges as they arise as well as escalating timely to management with the proposed resolution.
- Liaise with procurement function to ensure that all warehouse rents are paid timely and limit the risk of eviction.
- Periodically reporting on overall warehouse operations as will be needed.
- Carry out any other duties assigned by the line manager from time to time.

Competences Requirement:

- A logical and systematic approach to work with good negotiation and influencing skills.
- Good time management, with the ability to work under pressure, maintain accuracy and keep to deadlines.
- Ability to solve problems and make decisions, as well as to think strategically and laterally.
- Excellent relationship management skills, with the ability to work collaboratively with internal and external teams.
- Detail-oriented, and able to track multiple facets of the warehouse at any given time.
- Ability to achieve inventory accuracy, coordinate orders, and track shipping times, ultimately overseeing the fulfillment of millions of products orders every year.
- IT literacy, skills in Excel, and the ability to handle electronic data
- Good understanding of risk management in the context of the supply chain.

- Quick learner with the ability to handle multiple tasks simultaneously, maintain focus and adapt to a variety of challenges
- Strong planning skills and the ability to lead and motivate a team
- Ability to conduct detailed procedures in a time-constrained environment
- Good written and verbal communication skills
- Strong sense of urgency and time management and able to work independently and within a team.
- Excellent oral and written communication skills in English and Swahili.
- A demonstrated passion for Sanku mission

Experience and Education Qualification:

- Bachelor's degree in Business Administration, Supply Chain/Logistics, or related field
Certified Production Inventory Management (CPIM)
- 8+years of work experience, of which 3 must be in a managerial position in a non-profit organization and /or at a reputable organization.
- 3+ years of supply chain, logistics, or warehouse management experience

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