

Datacentrix Holdings Limited
Incorporated in the Republic of South Africa
(Registration number: 1998/006413/06)
Share code: DCT
ISIN: ZAE000016051
("Datacentrix")

Careers @ Datacentrix

Job Title: Assistant Warehouse Manager

Location: Samrand

Staff Management of ±3, including goalsetting, KPI measurement, leave management and skills enhancement. Direct involvement in and management of all Warehouse operations. Performance management including coordination of internal audits & self-assessments. Collation of reporting including management, analytical and statistical input to output. Implementing and maintaining policies and procedures. Management of processes & exception transactions with analysis & resolution of queries. Coordination of all Warehouse functions relating to Logistics. Management and reporting of all Warehouse functions on a continuous basis. Asset management and reporting, including management of service schedule. Adhering to processes & coordinating exception transactions with analysis & resolving of queries. SHEQ compliance aligned to ISO9001:2015 , ISO14001:2015 & 45001:2017 standards. Reporting of operational risks and SHEQ risks

Primary Role Accountabilities:

- Identifying and managing of Operational risks and SHEQ risks within the department
- Managing compliance to company policy and procedures
- Management of all reporting related to the department
- Operational Management of all functions of the Logistics Warehouse department
- Maintaining and assessing policies and procedures related to department
- Managing corrective, preventative and disciplinary actions for any non-conformances relating to the department
- Managing the employee engagement and skills development for the Logistics Warehouse department staff
- Communicating, implementing and managing the achievement of the Logistics Warehouse department Objectives

Critical Requirements - Skills, Experience & Qualifications:

- Matric \ Grade 12 (Compulsory)
- Certificate/Diploma in Logistics or Supply Chain Management
- MS Office
- Logistics distribution and warehousing experience; investigations, query resolution
- Management and operational reporting and presentations
- Management of department and staff
- Supply Chain/Logistics Management
- Identifying and providing Internal training

- Project management
- ISO9001:2015
- ERP System transacting and reporting, including investigations and reconciliations
- Stock Control
- Strong computer literacy skills
- Vendor and Contractor Management
- Organizational skills
- Professional and analytical
- Interpersonal skills
- Ability to work without supervision
- MS Office - Excel
- Reading, writing and communication of English

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. credit check; SA fraud check; ID verification; academic verification; criminal check).
- Please ensure you provide an updated CV and updated certified qualifications including a
- certified copy of your ID.

Datacentrix is an equal opportunity employer and in filling this vacant position, preference will be given to candidates from Previously Disadvantaged Backgrounds in terms of the Employment Equity Act and practice

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