



Job Profile

Warehouse Supervisor

Job Details

Job Title	Warehouse Supervisor
Historic Job Title	Warehouse Supervisor
Date Reviewed	2025-06-30
Location	Graaff-Reinet (Packaging, Exports, GREI Warehouse (WH07))

Position in Organisation

Structural Unit	Supply Chain (Warehousing & Logistics)
Position Being Evaluated	Warehouse Supervisor
Direct Line Manager	Warehouse Manager (Finished Goods & Packaging)
2nd Line Manager	National Warehouse Manager
Direct Subordinates	Driver General Worker (Driver Assistant) General Worker (Stores) Stock Control Clerk

Position Description

Overall Purpose of the Job
To assist the Warehouse Manager with the effective running of the Warehouse.

Qualifications <i>(Formal Qualification Required)</i>
Minimum
Grade 12 (NQF Level 4)
Ideal
Diploma in Supply Chain or Logistics (NQF level 6)

Legal <i>(e.g. Driver's License, etc.)</i>
Minimum
Driver's License – Code B
Ideal
None



Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
Experience in Warehousing, Stock Movement and Stock Control, preferably in an <i>FMCG</i> environment.	3 - 5 years
Previous Supervisory experience will be an added advantage	

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Warehouse Operations	- Supervise that <i>Warehousing Processes</i> are implemented in accordance with <i>Standard Operating Procedures (SOP's)</i> - Monitor the achievement of <i>Operational KPI's</i> and provide feedback to the Warehouse Manager (Finished Goods & Packaging) to address any concerns - Monitor adherence to <i>Occupational Health and Safety (OHS) Requirements</i> and escalate non-adherences to the Warehouse Manager (Finished Goods & Packaging) - Check that <i>Hygiene, Housekeeping, and Food Safety Standards</i> are maintained - Monitor the condition of material handling equipment and refer any defects to the Warehouse Manager (Finished Goods & Packaging) - Check that <i>Merchandising Standards</i> are adhered to, e.g. packing and stacking in demarcated areas and the application of <i>Stock Rotation</i> - Check the overall condition of the warehouse such as floors, walls, and pipes, and inform the Warehouse Manager (Finished Goods & Packaging) of <i>Maintenance and Repair Requirements</i> - Perform daily and weekly <i>Vehicle Inspections</i> and complete the relevant <i>Checklists</i> with the Driver - Receive in products from suppliers, check and balance each receivable with the <i>Delivery Notes</i> - Pick Loads and Orders accurately, ensuring <i>First-In-First-Out (FIFO)</i> and <i>On-Time In-Full (OTIF)</i> are followed - Any <i>Out-of-Stock (OOS) Lines</i> on <i>Packaging</i> need to be escalated to the Warehouse Manager (Finished Goods & Packaging) - Pick <i>Export Load</i> in accordance with <i>Country-Specific Requirements</i>	60%
Administration	- Check the load status of <i>Outbound Deliveries</i> in order to plan for the timeous picking of stock - Check that stock is loaded in accordance with the <i>Loading Sheet</i> and hand relevant paperwork to the Driver, e.g. <i>Delivery Notes</i> and <i>Invoices</i> - Receive <i>Inbound Deliveries</i> on the system and file the relevant paperwork - Investigate shortages and notify the Warehouse Manager (Finished Goods & Packaging) accordingly - Perform <i>Stock Counts</i> in accordance with the scheduled <i>Stock Counts</i> - Arrange <i>ad hoc Stock Counts</i> to investigate variances, discrepancies, and <i>Batch Numbers</i> - Release loads on <i>ERP system</i>	30%



KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

People Management	• Manage the attendance and performance of direct reports and monitor adherence to expected Standards • Offer guidance and support with the execution of their daily activities, and if required, take appropriate Disciplinary Action • Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles • Participate in the selection and appointment of new team members • Conduct regular meetings and promote open and ongoing communication with the team • Approve the leave of direct reports and manage overtime where applicable • Live and demonstrate the Company Culture by regularly communicating and applying the six (6) themes in the workplace	10%
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Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Problem-solving
- Planning and organising
- Communication
- Supervision
- Proficient in *MS Office*

Behavioural Attributes

- Attention to detail
- Follow-through
- Team player
- Reliable
- Ability to work under pressure

Knowledge

- Understanding of *Standard Operating Procedures (SOP's)*
- Understanding of *Inbound and Outbound Procedures*
- Knowledge of *Stock Counts and Stock Rotation*
- Knowledge of *Occupational Health and Safety (OHS)* and *Food Safety standards*
- Knowledge of the *ERP system*



Special Requirements

- Incumbent is required to work extended working hours and overtime
- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Francois Skots	Warehouse Supervisor
Tannith Rudolph	Warehouse Manager (Finished Goods & Packaging)
Karen Smith	National Warehouse Manager

Completed By

Name	Title
Henry Galloway	Human Resources Manager