



## Job Profile

### Supervisor (Finished Products)

#### Job Details

|                    |                                                 |
|--------------------|-------------------------------------------------|
| Job Title          | Supervisor (Finished Products)                  |
| Historic Job Title | Supervisor - Finished Products                  |
| Date Reviewed      | 2025-06-30                                      |
| Location           | Graaff-Reinet (Finished Goods Warehouse (WH01)) |

#### Position in Organisation

|                          |                                                           |
|--------------------------|-----------------------------------------------------------|
| Structural Unit          | Supply Chain (Warehousing & Logistics)                    |
| Position Being Evaluated | Supervisor (Finished Products)                            |
| Direct Line Manager      | Warehouse Manager (Finished Products)                     |
| 2nd Line Manager         | National Warehouse Manager                                |
| Direct Subordinates      | General Worker (Finished Products)<br>Operator (Forklift) |

#### Position Description

##### Overall Purpose of the Job

Supervise the receiving, movement and distribution of stock in order to deliver quality finished products to customers whilst maintaining accurate inventory control

##### Qualifications *(Formal Qualification Required)*

###### Minimum

- Grade 12 (NQF Level 4)

###### Ideal

- None

##### Legal *(e.g. Driver's License, etc.)*

###### Minimum

- Forklift License (Operate a Counter-Balanced Lift Truck)

###### Ideal

- None



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

| Minimum                                                                                                           | Minimum time spent in job |
|-------------------------------------------------------------------------------------------------------------------|---------------------------|
| <ul style="list-style-type: none"> <li>Experience in Production and or Warehousing environment</li> </ul>         | 3 years                   |
| <ul style="list-style-type: none"> <li>Experience in supervising a team of people will be an advantage</li> </ul> |                           |
| <ul style="list-style-type: none"> <li>Experience in <i>ERP systems</i> will be an advantage</li> </ul>           |                           |

## 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 |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Inventory Control                                         | <ul style="list-style-type: none"> <li>Accurately record <i>Stock Movement</i> between different locations of the <i>ERP system</i></li> <li>Complete daily <i>Cycle Counts</i> as per <i>Production Schedule</i> and alternative <i>Stock Cycle Counts</i> as per request</li> <li>Check <i>Stock Rotation Practices</i> in place</li> <li>Investigate <i>Variances in Inventory</i> and provide feedback to the Warehouse Manager (Finished Products)</li> <li>Complete <i>Shift Handover Procedures</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          | 20%                    |
| Receiving of Stock                                        | <ul style="list-style-type: none"> <li>Check <i>Description, Quantities, Labels, Batch Codes</i> and <i>Report as Finished (RAF)</i> of Finished Products before receiving Finished Products into the Warehouse</li> <li>Organise sufficient pallets and consumables required for the receiving of Finished Products</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 20%                    |
| Distribution                                              | <ul style="list-style-type: none"> <li>Supervise the <i>Picking Process</i> to ensure stock availability according to <i>Loading Instructions. Report any shortages to the Warehouse Manager</i> (Finished Products) and communicate with relevant teams and groups</li> <li>Accurately <i>Pick Stock</i> according to the <i>Load List</i> and work on the scanner</li> <li>Supervise the loading of trucks to ensure correct <i>Loading Procedures</i> to prevent damages and shortages. Use the load list report to confirm quantities loaded and accuracy.</li> <li>Check that the load is in "<i>Loading</i>" status on the <i>ERP system</i></li> <li>Seal trucks in accordance with <i>Safety Procedures</i> and capture "<i>Load details</i>" on the <i>ERP system</i></li> </ul>                                                                                                                                      | 20%                    |
| Administration, Systems and Reporting                     | <ul style="list-style-type: none"> <li>Release work to Warehouse (Finished Products) and print <i>Work Report</i></li> <li>Create and print various Reports as required</li> <li>Complete the required <i>Food Safety Reports</i></li> <li>Liaise with IT for support on printers, scanners or any IT support</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10%                    |
| Hygiene, Housekeeping and Occupational Health and Safety  | <ul style="list-style-type: none"> <li>Adherence to <i>Occupational Health and Safety (OHS)</i> as well as <i>Food Safety Standards (FSSC 22000)</i></li> <li>Identify <i>Health and Safety Hazards</i> and implement corrective and preventative measures, and communicate with Warehouse Manager (Finished Products)</li> <li>Report hazards or risks to Management</li> <li>Adhere to <i>Personal Hygiene Standards</i></li> <li>Keep the working area clean and tidy at all times. Assist with the cleaning of all areas when the factory is off for shutdown/maintenance</li> <li>Check that the required <i>Pest Control Measures</i> are in place</li> <li>Check that the equipment is clean and in good working order, such as the Forklift machine and that the required <i>Forklift Checklist</i> is maintained</li> <li>Check that the <i>Safety Standards</i> are maintained by the Operator (Forklift)</li> </ul> | 10%                    |



## 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.

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|                   | <ul style="list-style-type: none"> <li>Check that the Warehouse and Loading Bay are clean and tidy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| People Management | <ul style="list-style-type: none"> <li>Manage the attendance and performance of direct reports and monitor adherence to expected standards</li> <li>Offer guidance and support with the execution of their daily activities, and if required, take appropriate Disciplinary Action and include Warehouse Manager (Finished Products)</li> <li>Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles</li> <li>Participate in the selection and appointment of new team members</li> <li>Conduct regular meetings and promote open and ongoing communication with the team</li> <li>Submit the leave of direct reports to the Warehouse Manager and manage overtime where applicable</li> <li>Live and demonstrate the Company Culture by regularly communicating and applying the six (6) themes in the workplace</li> </ul> | 20% |

## 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

- Communication
- Time management
- Assertive
- Supervisory
- Interpersonal

### Behavioural Attributes

- Reliable
- Attention to detail
- Ability to work under pressure
- Accurate
- Team player

### Knowledge

- Proficient in *MS Office*
- Knowledge of *ERP system*
- Knowledge of *Receiving and Distribution Procedures*
- Knowledge of *Health, Safety and Food Safety Standards*



### Special Requirements

- Incumbent must be physically able to lift heavy items
- Incumbent is required to work in Shifts, which include working over weekends, public holidays, night shifts 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        |
|---------------------------|--------------------------------|
| Willie Adams & Rynol West | Supervisor - Finished Products |
| William Begrie            | Warehouse Manager              |

#### Completed By

| Name           | Title                   |
|----------------|-------------------------|
| Henry Galloway | Human Resources Manager |

