

JOB DESCRIPTION : Warehouse & Logistics Manager

POSITION INFORMATION

Position Title: Warehouse & Logistics Manager	Division: Finance
Position ID:	Department: Inventory
Supreme Job Grade:	Location: Port Moresby
Reports To (Title): Chief Financial Officer	Reports To (Position ID):

TEAM STRUCTURE

Reports To:	Chief Financial Officer
The Job:	Warehouse & Logistics Manager
Subordinates:	Direct – Inventory Team Leaders Indirect - Industrial Trainees / Graduate Accountants

TEAM OBJECTIVE

The Warehouse & Logistics Manager will be responsible for the day to day activity of running the inventory and warehouse operations ensuring that the inventory system is fully operational.

PRIMARY JOB PURPOSE

Responsible for the day to day operations of the Inventory team and ensuring the work flow and supervision of the team is effective and obstacles to the process are cleared.

KEY STAKEHOLDERS/WORKING RELATIONSHIPS

Main Internal Relationships:

- **Chief Financial Officer** – Daily Reporting / management
- **Financial Controller** – Daily reporting & Liaison
- **Accounts Payable & Receivable Team Leaders** – Supervision
- **Sales & Marketing Teams** – Liaison

Main External Relationships:

- **Bemobile Limited Suppliers** – Liaison on stock
- **Bemobile Limited Customers** – Liaison on stock
- **Logistics organizations** – Liaison on Logistics

HR Team Use Only (Job Description Approval Process) :

Date Created: [Date]	Last Updated: [Date]	Date Approved: [Date]	Approved By: [Name]	Page No: 1 of 2
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KEY POSITION ACCOUNTABILITIES

The core function and scope of the Warehouse & Logistics Manager is to;

- Strategically plan and manage logistics, warehouse, transportation and customer service in the inventory team
- Direct, optimize and coordinate full order cycle
- Liaise and negotiate with suppliers, manufacturers, retailers and consumers
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange and plan out warehouse, catalog goods, plan routes and process shipments
- Resolve any arising problems or complaints
- Supervise, coach and train the inventory team
- Meet cost, productivity, accuracy and timeliness targets
- Maintain metrics and analyze data to assess performance and implement improvements
- Comply with laws, regulations and OHS&E requirements
- Continuously look for improvements to operations
- Working proactively with various departments to realize efficiencies and manage expectations

SELECTION CRITERIA

Essential:

Demonstrated Experience with;

- At least 5 years of proven working experience as a logistics or inventory manager
- Record of successful distribution and logistics management
- Demonstrable ability to lead and manage staff
- Proficient in standard logistics software
- Excellent analytical, problem solving and organizational skills
- Ability to work independently and handle multiple projects
- Tertiary qualifications in Business Administration, Logistics or Supply Chain
- Having strong communication skills to manage the internal and external stakeholder expectations
- Must have consistently high academic grades throughout years of study
- Strong leadership talent, interpersonal and organizational skills
- Good personal presentation
- Ability to make Decisions under pressure
- Good commercial and business understanding
- Working knowledge of various types of telecommunication equipment.

Desirable:

- Licensed to drive
- Experienced in working in a multicultural environment
- Familiar with Workplace Safety and Environmental factors
- Ability to foster team oriented goals.

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WORK ENVIRONMENT FACTORS

- Working in an office environment
- Able to travel for work
- Low to Medium Security Threat.
- Health and Safety accountability statements.
- Candidates must be physically able to work in a remote location when required.

JOB DESCRIPTION AGREEMENT

Managers Name <i>(please print)</i>	Job Holder's Name <i>(please print)</i>
Manager's Signature	Job Holder's Signature
Date:	Date: