



CAREER OPPORTUNITY

JOB TITLE	FG Shift Team Leader
COMPANY	Universal Paper and Plastics
DEPARTMENT	Finished Goods Department

PURPOSE OF THIS POSITION

To develop, implement and maintain the overall supply chain management operations, including demand planning, stock control, storage planning, procurement activities, human resource management, distribution planning and managing, waste removal & disposal, staff performance and risk management. To continuously review supply chain performance and make adjustments to boost efficiency and effectiveness.

JOB TASKS & RESPONSIBILITIES

Supervisory activities

- Ensure that hand over of shifts is done correctly.
- Ensure all system transactions are updated and closed off by relevant people daily on WMS and ERP.
- Oversee the management of the pallet banks and pallet availability.
- Carry out any other duties as may be imposed by management and assisting in other departments where necessary.
- Responsible for the upkeep of applicable housekeeping standards.
- Responsible for a disciplined workforce / resolving conflict in an amicable manner and in accord with the company policies and procedures.
- Promoting the company values and instilling motivation.
- Must have a clear understanding of the company's policies and vision and how the warehouses contribute to this.
- Initiate cost improvement projects based on continuous improvement.
- Manage logistics utilized to transport products to customers and internal facilities, communicating with warehouse supervisors and team leaders to ensure efficient delivery of goods.
- Ability to supervise a staff compliment of +/- 15 people.

Inbound Activities

- Ensure WIP Production is checked and recoded on every shift
- Check that the pallets being used by production are the correct type and are sufficient for production.
- Ensure stock being returned by transporters and drivers is checked and accompanied by a POD.
- Check that stock being returned matches the debrief documentation.

- Manage and coordinate the put-away of goods received from production and goods returned by customers.
- Ensure that all stock related transactions on internal WMS and SAGE are done in real-time

Outbound Tasks

- Receive and collate picking tickets.
- Allocate picking tickets to warehouse staff.
- Responsible for blind counts on all shipments and replenishment deliveries.
- Ensure orders are picked and checked accurately.
- Ensure stock being sent is clean and damage free (on time, quantity, and quality.)
- All necessary documentation to be completed after dispatching (CHEP Slip/ Seal number/ Vehicle Inspection sheet)
- Ensure all invoicing is completed and posted on WMS and company ERP
- Ensure all export documentation is completed.
- Assist with stock planning requirements for shunting.

Safety and Housekeeping

- Responsible for the shift safeness of employees and the applicable equipment used in the area.
- Keep all machines i.e. pallet jack / forklifts / reach trucks in good and clean working order, along with a clean and tidy warehouse.
- Responsible for good housekeeping and safe working environment in the Finished Goods areas.
- Ensure compliance in terms of the OHSA.
- Report any incidents or near-miss incidents
- Ensure that the department is always ISO compliant, and all findings are resolved timeously.



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KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Have sound knowledge of Supply Chain Management principles.
- Knowledge of import and export procedures and principles.
- Knowledge of the South African FMCG industry would be beneficial.
- Have a sound understanding of WMS.
- Analysing information and using logic to address work related issues and problems.
- Conversant with relative legislation regarding Health and Safety requirements.
- Exceptional leadership skills.
- Computer literacy: Advanced MS Office essential; MS Project and SAGE beneficial.

MINIMUM REQUIREMENTS

1. 3 to 5 years related working experience in a warehouse and manufacturing environment.
2. Minimum: Related B-degree or Diploma beneficial
3. A Supply Chain, Logistics or SAPICS qualification is advantageous.
4. A valid forklift / reach truck certification.

APPLICATION

- Submit your CV to Shamiel at snarrandes@upap.co.za
- Proof of qualifications must accompany the application