

JOB VACANCY

DATE: 10/08/2023

Job Title: Operations Officer (Warehousing)

Reporting to: Operations & Logistics Lead

Job Location: Juba South Sudan



Our client, a logistics company with operations in South Sudan, Kenya, Uganda, and USA are searching for an **Operations Officer (Warehousing)** to join their team of focused Human Capital in Juba, South Sudan.

Key Responsibilities:

- Achieve high levels of customer satisfaction by ensuring excellence in receiving, identifying, dispatching, and sorting cargo, and maintaining the quality of goods.
- Measure and report the effectiveness of warehousing activities and evaluate employee performance.
- Organize and maintain inventory and storage areas to ensure efficient operations.
- Ensure accurate record-keeping and documentation of shipments and inventory transactions.
- Liaise with customers to address inquiries and resolve any issues promptly.
- Keep detailed records, document necessary information, and utilize reports to assess warehouse status.
- Identify areas for improvement and implement innovative procedures and practices or adjust existing ones.
- Regularly inspect equipment, tools, and machinery, and oversee general maintenance of the Warehouse as required.
- Ensure the safety of warehouse staff by promoting and enforcing safety procedures and protocols.
- Collaborate and coordinate activities with other departments to optimize overall warehouse operations.
- Perform any additional tasks assigned by the supervisor to support warehouse operations.

Skills, Competencies, and Experience.

The successful candidate will be required to have the following skills and competencies:

- Degree in (or equivalent) in logistics, Materials Management Supply Chain Management.
- Must have previous experience in warehouse management.
- Should have knowledge of warehouse management software.
- Must have knowledge of material Management.
- Proficiency with warehouse procedures and policies.
- Ability to deliver effective feedback, both written and verbal.





How to Apply.

Interested candidates may submit their application by attaching a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to jobs@shimahr.com or physically drop them at Shimahr Office located at Hamza Inn on or before **Friday 1st September 2023**. Clearly indicate the Job Reference No. **VAC5/2023 Operations Officer (Warehousing)** on the subject line of your email.

Our client is an Equal Opportunity Employer. Female Candidates are encouraged to Apply.

