



JOB DESCRIPTION	
POSITION TITLE	OPERATIONS MANAGER
LOCATION	LIMURU
IMMEDIATE SUPERVISOR	GENERAL MANAGER
MAIN PURPOSE OF THE POSITION	
➤ The warehouse operations manager is responsible for supervising and strategizing operations and process improvements to enhance effectiveness and efficiency. ➤ Also advocate for compliance to state rules and regulations on health ad compliance, oversee stocks movement, warehouse floor arrangement, and cleanliness. ➤ Strategize process improvements to ensure all operations align	
ROLES AND RESPONSIBILITIES	
➤ Logistics and trucks dispatching: Ensure all trucks are dispatched to trade by 8.00 am on time and are back by 6.30 Pm. ➤ Fleet Management: Assists in ensuring efficient trucks operations. ➤ Ensure zero tolerance to theft and drunkardness in the warehouse. ➤ Confirm deliveries in your department and sign off different delivery notes. ➤ Ensure cleanliness and proper arrangement of the warehouse at all times. ➤ Supervise warehouse loader as they execute their jobs ensuring safety and compliance. ➤ Ensure no person is in the workplace without total compliance of the organization and safety rules. ➤ Responsible for ensuring all business operations certificates are up-to-date. ➤ Loaders Management: Have a clear printed out schedule of all warehouse loaders in the entity. ➤ Participate in developing workplace rules and safety regulations. ➤ Compliance to Health and Safety standards: enforce compliance to health and safety standards in the warehouse. ➤ Maintain safe custody of company assets such as garments, PPEs, car spare parts, car keys, and replacements. ➤ Prepare reports and documentation related to warehouse operations including inventory levels, deliveries, and stock levels. ➤ Coordinate with other departments such as procurement, finance, and sales to ensure timely delivery of orders and smooth operations.	



- Route planning: Ensure all routes have allocated vehicles and personnel for delivery.
- Communicate to the management on different elements such as improvement and best-selling products.

DESIRED QUALIFICATION AND EXPERIENCE

EDUCATION

- BA in Administration or a related course.
- 4-5 years' in busy FMCG working environment.

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS

- Strong planning and organizational skills
- Great communication skills and team player
- Time management skills
- Problem solving aptitude
- Good understanding of inventory related operational.
- Ability to work with minimal supervision
- Business driven

KEY PERFORMANCE

KEY RESULT AREA

Overall Commercial Operations performance	Efficient fleet management
	Loaders and drivers compliance
	Routes servicing
	Safety standards compliance at the warehouse.
	Efficient deliveries to all clients.
	Accountability of company assets.
	Ensure all reports are done and shared by 5 th of every month.