

JOB DESCRIPTION	
POSITION TITLE	OPERATIONS LEAD
MAIN PURPOSE OF THE POSITION	
➤ The operations lead will be responsible for supervising and strategizing business operations and process improvements to enhance effectiveness and efficiency in the business ➤ The Manager will assist oversee business processes to ensure efficiency, quality, and safety. The manager will also be responsible of team management, logistics follow-up, warehouse health and safety compliance.	
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. ➤ Route planning: Ensure all routes have allocated vehicles and personnel for delivery. ➤ Fleet Management: Assists in ensuring efficient trucks operations. ➤ Ensuring all company vehicles comply to current traffic laws needs E.g. licensing, inspection. ➤ Coordinate with the ordering team to ensure availability of standard stocks at all times. ➤ Comprehensively review and advise on inventory movement reports. ➤ Ensure zero tolerance to theft and drunkardness in the warehouse. ➤ Confirm deliveries in your department and sign off different delivery notes. ➤ Ensure warehouse cleanliness and proper arrangement at all times. ➤ Supervise all casuals as they execute their jobs ensuring safety and compliance. ➤ Ensure no person is in the warehouse without total compliance of health safety standards. ➤ 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. ➤ Oversee regular ordering of PPEs and Issuance to the teams. ➤ 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	

orders delivery and smooth operations.

- Communicate to the management on improvement avenues and best-selling products.

DESIRED QUALIFICATION AND EXPERIENCE

EDUCATION

- A Bachelor's degree in a relevant field like logistics, supply chain management, business administration.
- 5 Years' in busy FMCG working environment.
- +3 Years' in a similar role leading a team.

TECHINICAL EDUCATION

- Knowledge in logistics software
- Basic vehicle and mechanical maintenance knowledge.
- Knowledge of inventory movement aspects.
- Sufficient knowledge in business operational needs such as certificates and licenses

KNOWLEDGE, SKILLS AND ABILITIES

SKILLS

- Sharp 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

Availability of standard stock

Optimal fleet management

Loaders and driver's compliance

	Daily stock reconciliation
	Safety standards at the warehouse.
	Delivery routes coverage.
	Accountability of company assets.
	Ensure all reports are done and shared by 5 th of every month.