

POSITION DESCRIPTION

Brian Bell Group

AM6001 - Warehouse Manager - Brian Bell Chemicals, Lae

WE WANT THE BEST!

The Brian Bell Group (BBG) established in 1958, is now Papua New Guinea's foremost retailer, wholesaler and distributor of household goods and services. Over the last 5 years the company has been on a rapid expansion and growth path and set to continue well beyond 2022.

Brian Bell Group is looking for the 'very best' to join its ranks and add to the vibrant culture that will see it continue to succeed for another 63 years and beyond and is inviting **exceptional candidates** to apply for this role.

WAREHOUSE MANAGER – BRIAN BELL CHEMICALS, LAE

Reporting to BBG Chemicals Lae Branch Manager, the Warehouse Manager is responsible and accountable for the overall receiving, storage, processing, and dispatch of the goods in the Warehouse and ensuring that requisitions and customer deliveries are completed within the desired Service Level Agreements.

Key Responsibilities:

- Responsible for the management, security and accountability of all of the Stock as well as the upkeep of the warehouse buildings, ancillary equipment and transport fleet
- Ultimately responsible for planning, organizing and controlling the warehouse's overall operations which includes Stocktake, organizing activities & assigning tasks according to the requirements of the Business
- Required to manage the Inventory movements including receiving, put away, storage, dispatch and to ensure the timely delivery of goods. This includes the correct processes to be followed in the WMS process and use the system with Integrity
- Responsible for Team Member rosters and ensuring there is sufficient persons onboard to achieve SLA
- Supervise and lead Brian Bell Group's health and safety initiatives in the Warehouse
- Ensuring that all Team Members uphold Brian Bell Groups standards including Dress Code and Conduct within the workplace.

Expected Competencies:

- Bachelor's Degree and relevant experience in Warehouse Management
- **Minimum of 5 years' proven work experience as a Warehouse Manager or Warehouse Supervisor**
- **Hands-on experience with Warehouse Management Systems & Operations**
- Excellent verbal and written communication and team management skills
- Strong decision-making skills
- Have the ability and drive to lead a warehouse team
- Well-developed computer skills – proficient in MS Word, Excel and PowerPoint.

Brian Bell Group has a strong commitment to Initiative, Integrity, Respect, Courage and Honesty.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

- Follow the website instructions and forward to Vanguard International these documents
- the completed VI application form highlighting your capabilities and experiences,
 - an updated CV, three (3) current referees and their full contact details and written references.

A full PD can be requested from our office and applicants are encouraged to obtain this.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 10th June 2022

Only shortlisted applicants will be contacted.

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview