

POSITION DESCRIPTION

Kamapim Ltd

AM7042 - Warehouse Manager

Kamapim Ltd is a PNG registered company working in partnership with landowners to improve land management, livelihoods and products while aspiring to contribute to all 17 UN Sustainable Development Goals (SDGs) in their operations.

Kamapim is a Tok Pisin word that translates as, *to grow, to develop and to improve*. Kamapim is committed to high quality, organically grown, fairly traded products with customer satisfaction as their top priority.

Kamapim is inviting **exceptional candidates** to apply for this opportunity that will support its growth and diversification in the vanilla sector. This position is based in Madang.

WAREHOUSE MANAGER

The Warehouse Manager will be responsible to manage the operational strategy and oversees the production, supply chain, transport, logistics, purchasing, quality and integrate this with the IT systems in place. The incumbent will also supervise and validate the management control: planning, budget, reporting, of the staff working in the warehouse.

Key Responsibilities:

- Supervise and validate the management control: planning, budget, reporting, of the staff working in the warehouse
- Contributing to improving or setting up management information systems
- Preparing industrial and financial investment studies, to improve efficiency and effectiveness of staff
- Preparing reports for the management committee, containing operational and financial activities as well as other parameters requested by Management
- Supervise, depending on the groups, the internal control team and participate in the implementation of new standards, regulations, certifications, etc
- Actively participate in defining the company's strategy and its operational implementation in the warehouses
- Responsible to oversee the internal and external audits of stock and inventory
- Responsible to oversee the legal and fiscal affairs of human resources management and practices of a busy warehouse
- Ensure the daily functioning of industrial activities and teams
- Play a key role in improving the profitability of the company
- Manage the operational strategy and oversees the production, supply chain, transport, logistics, purchasing, quality and integrate this with the IT systems in place
- Assess daily the quality of the purchases of the products
- Take direct management/responsibility for this operation
- Ensure the daily functioning of industrial activities and teams
- Play a key role in improving the profitability of the company
- Manage the operational strategy and oversees the production, supply chain, transport, logistics, purchasing, quality and integrate this with the IT systems in place
- Assess daily the quality of the purchases of the products
- Take direct management/responsibility for this operation.

Expected Competencies:

- Tertiary qualifications in business management or similar required
- Work experience as a manager or warehouse for a minimum of 5 years
- Essential to be able to manage teams of 20 people minimum
- Ability to predict and adjust staff roster in response to the season, or other matters

- Ability to drive efficiency and effectiveness of the warehouse processes
- Ability to manage staff and create a positive teamwork environment
- Knowledge of commodity business
- Work in an environment where ethical processes are essential
- Experience in inventory stock assessment
- Ability to conduct independent data collection and reporting
- Demonstrated high level proficiency in Excel and be financially literate
- Experience relevant to agriculture or community development in remote areas desirable.

They offer a competitive compensation package and the opportunity to play a key role in shaping the future of their company.

This position is open to citizen and non-citizen applicants

APPLY NOW

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

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees. A full Position Description (PD) can be requested from our office to review before applying.

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

Applications close COB Friday 19th May 2023

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