



Interflour Group

Job Description



Job Description

JOB TITLE	
Warehouse Manager	
DEPARTMENT / UNIT / COUNTRY	
Mill Warehouse/ IFV/Vietnam	
REPORTING TO	
Senior Manager – Mill Operations (Giám đốc nhà máy)	
Role	
The purpose of this role is to supervise daily warehousing activities including receipt, delivery to truck / shipment and the implementation of security measures.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University degree or above • >5 years of experience in Finished Goods Warehouse Control, including at least 2 years of experience in equivalent positions
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • Good computer literacy (Ms Office, SAP System) • Good English (writing & speaking) • Honest, active, responsible, positive attitude, self-motivation • Good management, communication & problem-solving skills • Able to work under high pressure

AREAS OF RESPONSIBILITY (AOR)
Header
Definition
IN ORDER TO, what results
Supervise all delivery activities

- Set up new procedure (if any) for managing all logistics procedure (import/ export / local delivery by truck, barge, container, etc)
- Set up guidelines of hygiene of transportation mean (truck, barge, and container) & transportation mean standard requirement
- Create / adjust necessary forms for weight-bridge, warehouse, forwarder, transporter ... for supporting all logistics procedure.
- Coordinate with sales, production, finance or other dept for giving better control of stock / order / delivery in order to meet with customer's requirement & stock management, delivery schedule, etc
- Review & improve the current delivery procedure (weight bridge, order/ delivery, at customer's warehouse, etc) for better control & manage.

Warehouse reports

- Daily checks & review reports of raw materials, packing materials, products and by-products.
- Sign & submit daily reports to Mill Operations Senior Manager / Mill Administration & related personnel timely and accurately.
- Follow up and control the documentation filing according the ISO sys.
- Ensure warehouse reports (weekly & monthly) submitted on time.

Goods delivery and receipt

- Well monitor Mill Delivery Coordinators to ensure goods delivered orderly and properly.
- Monitor Mill Hygiene Staff to ensure means of transport meet our hygiene requirement.
- Monitor/ supervise/ instruct Stevedoring Supervisor to ensure goods loaded & unloaded tidily, orderly, & properly.
- Receive Sales Order & Delivery Order, check and decide to release goods.
- Well control the goods receipt in proper manners.

Inventories control

- Monitor/ follow up Packing Supervisors / Millers to ensure products incoming or outgoing followed the proper procedures.
- Supervise Warehouse Clerk about inventory data accurately updated.
- Keep good records and submit the report as required.

Good housekeeping practices and safety rules

- Work together with S&E Coordinator/ Cleaning Supervisor to ensure products fumigated properly and not affected to warehouse Staff's health.
- Coordinate with Lab R&D Staff to ensure goods maintained in good condition (weevil free and no insect infestation).
- Direct and take timely and proper measure to minimize damage or loss in terms of emergency.
- Ensure safety rules are well- observed.
- Keep the warehouse clean, tidy and order.

Upkeep of in-department equipment & facility

- Upkeep the equipment, forklifts and facility in good condition.
- Timely and periodically do maintenance and repair.

Information Commitment & Good communication

- Commit to keep all data confidentially, and not allowed to any leakage of information to outside.
- Communicate with customers, suppliers, truck drivers in amicable and courteous manner.

Good Supervision & Job Evaluation

- Guide and supervise warehouse staff to fulfill their assigned duties in proper way. Implement ISO sys accordingly.
- Timely evaluate staff performance.
- Keep Mill Operations Manager informed if any abnormality happened to seek for solution & instruction.

