

Warehouse Operations Specialist - Raw Materials

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Company: Fuzu

Location: Nigeria

Category: transportation-and-material-moving

Job Summary

Contract Type:

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Qualifications and Skills

Minimum of a First Degree (HND / B.SC) preferably in Social Science or Analytical discipline.

Minimum of 5 years' cognate experience

Relevant professional certification is an added advantage.

Stakeholder Management: Ability to engage with key internal and external stakeholders.

Business Knowledge: Working knowledge and understanding of warehouse operations, processes, policies, and systems.

Stock Reconciliation and an ability to organize warehouse outlay.

Numerical Proficiency: Ability to access, use, interpret and communicate mathematical information and ideas quickly.

A demonstrated ability to: Work, coordinate, control and supervise others on the job.

Work under pressure

Stand and work long hours.

Responsibilities

Supervise the receiving, offloading and storage of raw materials from Vendors, Central Stores, and other regions in stores.

Supervise the issuing of all raw materials to production following FIFO and other stock items to users.

Supervise the posting of all raw materials and other stock SRV out of Navision.

Supervise the daily count of all raw materials, prepare the daily and weekly raw materials report and publish for all use

Prepare daily raw materials aging report for local management and HO use.

Monitor re-order level for all raw materials in use.

Supervise the daily, weekly and periodic stock count of all other stock items for proper accountability.

Supervise and maintain GMP/GSP in Raw Materials and other stores.

Supervise the posting of TRV into Navision and SRV out of Navision.

Monitor and supervise the issuing of all production spares to users from production store.

Supervise daily, weekly and periodic stock count in the Raw Material stores.

Attend to all internal and external audit request and issues.

Warehouse Reporting

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