JOB DESCRIPTION

Job Title **ADMINISTRATOR - WAREHOUSE (RM & PM)**

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Position Title: Administrator - Warehouse (RM & PM)	**Band:** C1
Business Group: Oils & Fats	**Business:** Oils & Fats
Department: Warehouse	**Location:** Berbera, Somaliland
Administrative Reporting: JM Warehouse & Logistics	**Functional Reporting:**

JOB SUMMARY (Brief about the job)

To execute warehouse operations primarily receive and dispatch finished goods and materials.

ROLES & RESPONSIBILITIES

- Plan daily operations by checking pending order in the system
- Make arrangements for the planned loading
- Clear pending transactions at the end of the day.
- Co-ordination with customer care, planning and intercompany teams to update the
- required status
- Ensure timely availability of RM and PM stocks to production against MO.
- Assigned duties to warehouse operational teams
- Ensure the availability SKU wise of safety stocks.
- Collate data to prepare MIS of warehouse operation
- To ensure safe & healthy work environment.
- Understand, reflect & practice IFFCO's vision & values.

KPIS

- Non-moving and slow moving inventory
- FG Stock Freshness
- Accuracy in cycle count
- OTIF
- FIFO

QUALIFICATIONS (Education - Technical Skills - Experience - Certificates)

Work Experience:

- 3-5 years of experience in handling warehouse operations in oil industry manufacturing companies.

Education:

- Must have a degree and preferably MBA in supply chain.

COMPETENCIES

- Planning & Decision Making
- Customer Centricity
- Self and Team Management

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This document covers the main duties of the post which are not limited and restricted to what mentioned but indicative, so that in addition, there are other assigned duties that may be required at any time as per business need and function nature.