



ZAMBEZI STEEL

Zambezi Steel seeks to be the Leading Steel Manufacturer, Processor and Distributor of high Quality Steel Products in Zambia. In order to achieve this goal we require a highly motivated, energetic, proven and passionate Warehouse Manager to manage and drive our Manufacturing, Processing and Distribution of Steel Products and put measures in place to measure performance and capability.

Job Description – Warehouse Manager

As one of Zambia's largest Steel Manufacturer's, Processors and Retailers, Zambezi Steel relies on the efficiency and effectiveness of our Factory. We consider our warehouse to be a well-oiled machine, driven by a customer-centric mentality. To deliver on our promise to consumers, we count on exceptionally talented, bright, and committed people. Currently, we are seeking a warehouse manager to join our team and manage operations within our Factory in Lusaka. This professional multitasker will manage and oversee the receiving, handling, storing, picking, processing and manufacturing activities within the warehouse, ensuring quality standards are met at every turn. The ideal candidate is exceptionally detail oriented, and able to track multiple facets of the warehouse at any given time. You must achieve inventory accuracy, coordinate orders, and distribute stock, ultimately overseeing the fulfilment of product orders every day.

Objectives of this Role

- Ensure the warehouse operates at peak efficiency, with customer satisfaction being the primary goal, by supervising, organizing, directing, and training warehouse employees and establishing, monitoring, and managing operation goals
- Develop warehouse operations systems by determining product handling and storage requirements, equipment utilization, inventory management, gate processes, and shipping
- Train and manage a warehouse team to solve day-to-day operational issues and reach short- and long-term performance goals
- Oversee daily operations, while controlling and managing inventory and logistics
- Review and prepare workflow, manning and space requirements, equipment layout, and action plans while ensuring productivity, quality and customer service standards are met
- Maintain a safe and healthy work environment by establishing, following, and enforcing standards and procedures and complying with legal regulations

www.zambezi-roofing.com

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Daily and Monthly Responsibilities

- Supervise daily activities of the warehouse, including quality assurance, inventory control, space management, logistics, floor productivity, deliveries, and customer service
- Schedule and oversee warehouse team to meet the demands of the business, and manage the flow and quality of work to maximize efficiency and minimize overtime
- Inspect equipment, tools, and machinery regularly, and oversee general maintenance as needed
- Meet regularly with warehouse personnel to review, analyse, and develop actionable plans for productivity and loss prevention
- Oversee and manage logistics utilized to transport products to customers and internal facilities, communicating with drivers to ensure efficient delivery of product.

Skills and Qualifications

5+ years' experience in a warehouse lead role managing + 30 employees

Proficient knowledge of warehouse procedure and policy

Recognised Tertiary education in Warehouse/Factory Management

Excellent problem-solving skills and leadership qualities

Mechanical Aptitude backed up by practical experience

Ability to work with all levels of company staff

Comfortable delivering frequent direct written and oral feedback

Driving Licence

Microsoft Office Competency

Citizen or Resident of Zambia

Applications to be addressed to ZRSLimited@gmail.com – with the title clearly indicated as WAREHOUSE MANAGER

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