Job Description for Warehouse Manager

Background:

Village Health Works (VHW) is a grassroots non-profit organization that promotes social justice by providing quality, compassionate health care in a dignified environment in rural area – Kigutu, Vyanda commune, Bururi Province.

Position Overview:

VHW is seeking to hire a Warehouse Manager who will work with VHW on site in Kigutu to assist with the implementation of warehouse management and be responsible to track and provide materials, equipment, and supplies through directing receiving, warehousing, and distributing orders. The Warehouse Manager will work with a team and be responsible to supervise other warehouse staff.

Job Brief:

We are looking for an effective Warehouse Manager to assist and manage direct receiving, warehousing, and the distribution of materials for our operations. You will oversee the efficient receipt, storage, value-adding servicing and dispatch of a wide variety of products.

Ultimately, you should be able to ensure productivity targets are achieved and that all warehouse processes are running smoothly and promptly. This role will interact with the procurement team and the finance team in order to track the status of orders and to ensure their delivery to the end user.

Warehouse Manager Skills and Qualifications:

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational policies and procedures.
- Complies with VHW local warehousing, material handling, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
• Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
• Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
• Maintain standards of health and safety, hygiene and security
• Plan work rotas, assign tasks appropriately and appraise results
• Produce reports and statistics regularly (IN/OUT status report, dead stock report etc)
• Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
• Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
• Receive feedback and monitor the quality of services provided
• Contributes to team effort by accomplishing related results as needed.

Requirements:

• Proven work experience as a warehouse manager
• Expertise in warehouse management procedures and best practices
• Proven ability to implement process improvement initiatives
• Strong knowledge of warehousing Key Performance Indicators (KPIs)
• Hands on experience with warehouse management software and databases
• Leadership skills and ability manage staff
• Strong decision making and problem solving skills
• Excellent communication skills
• Bachelor’s degree in logistics, supply chain management or business administration

In addition to the above, the warehouse manager should possess:

• Strong leadership experience
• Community engagement experience
• Prior clinical experience a plus
• Desire to live and work in a rural setting
• Available to work full time

Additional information:

Please be aware that staff in Kigutu live and take meals together, in dorm-style accommodation. More information about the campus is available at: www.villagehealthworks.org.

Application Process:

Applications will be accepted through October 15, 2019. If you are interested, please send your resume, three references and a cover letter describing your interest, availability, and relevant past experience to: jobs@villagehealthworks.org. Please include Warehouse Manager in the subject line.

Candidates selected for further consideration will be asked for writing samples.