LOGISTICS/ WAREHOUSE LEAD

JOB TITLE: Logistics/ Warehouse Lead
LOCATION: Johannesburg

Exciting opportunity available for Logistics/ Warehouse Lead for the FS Systems International Entity. This role will help run our warehouse efficiently and according to safety guidelines. Responsibilities include, supporting all supply chain procedures, from coordinating supplier collections / deliveries, managing shipping documentation. To be successful in this role, you should be well-organized and understand the order fulfillment cycle. Ultimately, you will ensure our customers receive the right orders.

FS Systems International Ltd protects lives and assets through cutting-edge fire and enterprise security technology, throughout Africa and LATAM. We are a diverse, agile team of intrapreneurs, specialists, professionals and collaborators - and we're a lot of fun to work with.

The team member we are looking to bring onboard will be responsible for:

- Prepare shipping documents
- Coordinate our supply chain procedures to maximize quality of delivery
- Schedule supplier collection to our warehouse
- Schedule Deliveries – pending incoterms
- Maintain updated records of orders, suppliers and customers
- Oversee the levels of our warehouse stock
- Provide status of orders to supply chain manager

We are looking for someone with:

- Matric or equivalent NQF level 4
- Must have previous stores and warehouse experience
- Be able to work unsupervised in a busy environment and assist with meeting deadlines
- Good verbal and written communication skills
- Must be computer literate
- Team Player
- Valid Driver's License would be an advantage
- Experience working in a warehouse or shipping department.
- 3 years' experience in Purchasing and Supply Chain
- Familiarity with import/export regulations and compliance

- Data entry **(**process of entering information into a computer system (ERP SYSTEM)
- SAP BY Design is highly recommended, however good SAP knowledge will do.
- Inventory management
- Prepare shipping document (Packing list, MSD, certificate of conformity, certificate of origin etc)
- Computer literacy, which also involves adequate knowledge on several computer software, such as Excel, Word, and PowerPoint

If this is something that interests you, what are you waiting for - apply now by clicking on the link below.

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Should you not hear from us within 7-14 working days from closing date of the advert, kindly consider your application unsuccessful.