



CAREER OPPORTUNITY

MANAGER – WAREHOUSE & INVENTORY

JOB SUMMARY

The Manager – Inventory & Warehousing is responsible for overseeing all inventory control and warehouse operations to ensure efficient storage, accurate stock levels, and timely distribution of materials and finished goods. This role involves developing and implementing best practices in inventory management, leading warehouse staff, maintaining inventory accuracy, and ensuring compliance with safety and regulatory standards.

EDUCATION

1. Bachelor's degree in supply chain management, Logistics, Business Administration, or related field.
2. Proficient in ERP systems (Syspro preferred) and Warehouse Management Systems (WMS).
3. In-depth knowledge of inventory control principles, lean warehouse practices, and health & safety regulations.

EXPERIENCE

1. Minimum 5 years of experience in warehouse and inventory management, including at least 2 years in a leadership role.

OTHER

- Strong leadership and team management capabilities
- Advanced analytical and problem-solving skills
- High attention to detail with a focus on accuracy and efficiency
- Effective organizational and time management abilities
- Proficiency in Microsoft Excel and inventory systems
- Strong interpersonal communication and collaboration skills

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Oversee and manage inventory levels across five warehouse locations, ensuring stock accuracy and availability.
2. Develop and implement robust inventory control procedures, including cycle counts, stock audits, and reconciliations.
3. Analyse inventory data to identify trends, discrepancies, and areas for improvement.
4. Minimize inventory variances and reduce obsolete or slow-moving stock.
5. Maintain accurate records using Syspro ERP and ensure effective tracking of all stock movements.
6. Conduct biannual stock takes to aid with accuracy across all locations on our ERP.
7. Provides support to the wider company with technical support on stock items and availability.
8. Driving adherence to company's policies and procedures for stock movements (material transfers, stock adjustments, job cards, delivery notes and invoices).
9. Regular review of the Delivery Notes tracker to ensure timely close out.
10. Completion of the Financial Statement Close Checklist as it relates to all goods returned credited by month end and all goods invoiced have been delivered.
11. Review and approval of all SCAR reports.
12. Manage the day-to-day operations of warehouses, including receiving, storage, picking, packing, and dispatch.
13. Support activities across all divisions and provide real-time solutions.
14. Ensure warehouse layout and racking systems are optimized for space utilization, safety, and efficiency.
15. Enforce the use of distinct, clearly marked quarantine areas for goods that are:
 - o Damaged
 - o Expired
 - o Under inspection or quality hold
 - o Returned and pending assessment
16. Implement and oversee Warehouse Management Systems (WMS) to streamline operations.

Applications must be emailed to talent@roscopro.com by Friday 13th March, 2026 or hand delivered directly to the office of the HRM; Point Lisas location.
Please include email Subject: **MANAGER - WAREHOUSE & INVENTORY**

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

17. Enforce operational policies, procedures, and safety standards while monitoring quality control of shipments.
18. Lead and supervise staff members, assigning tasks across functions such as deliveries, invoicing, credit notes, sales, stock taking, and quality control.
19. Set KPIs, monitor performance, and provide continuous feedback and coaching.
20. Foster a safe, positive, and performance-driven work environment across all warehouse locations.
21. Coordinate with procurement and logistics teams to ensure the timely flow of materials and products.
22. Coordinate and oversee the timely and accurate dispatch of customer orders.
23. Ensure goods are picked, packed, and labelled correctly according to delivery requirements.
24. Schedule and manage transportation to meet customer delivery deadlines.
25. Maintain effective communication with customers regarding delivery schedules, delays, or discrepancies.
26. Implement and enforce safe loading and handling procedures for outgoing goods. Oversee the accurate and timely generation of invoices based on customer purchase orders (POs).
27. Ensure invoicing staff review customer POs for completeness and ensure that pricing, terms, and product details match internal sales quotations.
28. Coordinate with the sales team to confirm product availability, delivery status, and billing accuracy.
29. Ensure invoices are aligned with company policies, and client-specific requirements.
30. Processing of credit notes for incorrect invoices due to pricing errors, incorrect quantities, product returns, or customer disputes etc.
31. Monitor the invoicing workflow to avoid delays or errors in billing and ensure smooth order-to-cash cycles.
32. Investigate and resolve invoicing discrepancies, disputes, or customer queries in a timely manner.
33. Maintain proper records of invoiced POs for auditing and reconciliation purposes.
34. Analyze invoicing trends to identify process improvement opportunities and ensure operational efficiency.
35. Oversee counter sales operations, ensuring a high level of customer satisfaction.
36. Assist customers in selecting products, providing expert advice and recommendations.
37. Handle complex customer inquiries, complaints, or escalations with professionalism.
38. Drive upselling and cross-selling initiatives to maximize revenue.
39. Ensure compliance with health and safety regulations across all warehouse facilities.
40. Monitor and enforce correct storage conditions for various product types (e.g., temperature-sensitive or hazardous materials).
41. Conduct routine safety drills, ensure proper use of PPE, and maintain an environment aligned with HSE standards.
42. Generate and maintain detailed reports on inventory status, stock movements, and warehouse KPIs.
43. Identify opportunities for operational improvements to enhance productivity, reduce waste, and cut costs.
44. Collaborate with IT and operations to evaluate and implement new tools and systems that improve warehouse and inventory management.

ACCOUNTABILITY

The Manager – Warehouse & Inventory will report to the Finance Director.

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