



OTTOBAUTHENTIC

Let's Talk... we're looking for:

## Warehouse Manager – Telecommunication

Midrand

R 50 000 to R 64 000

### ROLE/JOB DESCRIPTION:

- ⑧ The Warehouse Manager is accountable for the strategic and operational leadership of all warehouse activities, ensuring efficient, accurate, and compliant inventory management across central and regional warehouses. The role is responsible for safeguarding company assets, optimising operational performance, controlling costs, and delivering high levels of service excellence in alignment with organisational policies, governance frameworks, and business objectives.

### RESPONSIBILITIES:

- ⑧ Oversee end-to-end warehouse operations, including receiving, picking, packing, inventory control, laboratory (LAB) activities, and distribution functions.
- ⑧ Establish, implement, and monitor robust controls, procedures, and security measures to safeguard warehouse assets, stock, and operations.
- ⑧ Maintain optimal inventory levels through regular physical stock counts, cycle counts, and reconciliation against inventory management systems.
- ⑧ Ensure accurate, complete, and timeous record-keeping of all inventory transactions and stock movements.
- ⑧ Maintain warehouse infrastructure and equipment by planning efficient layout designs, conducting regular inspections, issuing maintenance work orders, and managing repairs or replacements.
- ⑧ Manage and resolve customer service queries and escalations, ensuring prompt and effective resolution of delivery, stock, or service-related issues.
- ⑧ Contribute to financial performance through preparation and management of the annual warehouse budget, expenditure monitoring, variance analysis, and implementation of corrective actions.
- ⑧ Manage all internal and external audit requirements, ensuring full compliance with company policies, procedures, and statutory obligations.
- ⑧ Lead, manage, and develop warehouse personnel by overseeing daily operations, performance management, training, and adherence to Standard Operating Procedures (SOPs).
- ⑧ Collaborate closely with the Supply Chain Manager to ensure timely procurement and availability of critical inventory.
- ⑧ Oversee and coordinate regional warehouse operations in partnership with regional managers, ensuring consistency in inventory control, reporting, and operational standards.
- ⑧ Develop, implement, and maintain SOPs and training manuals, ensuring ongoing staff training and process compliance.
- ⑧ Support cross-functional teams and contribute to broader organisational and operational initiatives as required.

### EDUCATION/EXPERIENCE:

- ⑧ Grade 12 (Matric) – mandatory
- ⑧ Degree or Diploma in Logistics, Distribution, Warehouse Management, or a related field
- ⑧ Minimum of 10 years' experience in a warehouse or logistics environment
- ⑧ Proven leadership experience managing high-performing teams in fast-paced operational settings
- ⑧ Strong written and verbal communication skills
- ⑧ High proficiency in systems, including MS Office (advanced Excel), inventory systems, database management, and carrier portals
- ⑧ Ability to operate effectively within a culturally diverse environment

**Kindly note:** If you have not heard from us within 14 working days, your application was unsuccessful

**How to Apply:** Please submit your resume to: [joe@ottobauthentic.co.za](mailto:joe@ottobauthentic.co.za) and use the job title and location as the subject