

## VACANCY

### **PACKING & LOGISTICS MANAGER HIRT & CARTER – CAPE TOWN**

#### **CORE PURPOSE OF THE JOB:**

A challenging opportunity has arisen for a Packing & Logistics Manager within the Despatch Department. The incumbent will be responsible to ensure a seamless workflow within the relevant departments to enable timeous, cost effective, high quality product output to meet delivery deadlines and to ensure client satisfaction.

#### **KEY PERFORMANCE AREAS:**

- To ensure client satisfaction through the management of delivery and distribution of the correct quantity of print media within the set time frame at the correct destination.
- Ensure efficient and accurate picking and packing workflow and procedures are created and adhered to.
- Ensure the availability of well-maintained equipment and vehicles and the provision of a safe work environment.
- Efficient workflow within the Despatch environment to enable the meeting of deadlines and set targets (including hand finishing).
- Monitor and manage the implementation, execution of and adherence to quality monitoring systems and procedures.
- Implementation and Knowledge of Warehousing principles.
- Monitor and ensure adherence to all Health and Safety aspects as per OHSA.
- In-depth understanding of logistics and Despatch Management.
- Managing and monitor production efficiencies to ensure achievement of set targets.

#### **QUALIFICATIONS / EXPERIENCE:**

- Relevant National Diploma/Degree in Logistics or Production Management/Diploma in Management Development.
- Minimum of 5 years' experience in a Despatch environment at a supervisory level.
- Minimum 2 years' FMCG related work experience within a Print Media Distribution environment
- Thorough knowledge and expertise in effective workflow creation within a Picking and Packing environment.
- Existing relationships within the South African freight and logistics industry (Suppliers)

#### **BEHAVIOURS & ATTRIBUTES:**

- Good interpersonal skills
- Strong management and communication skills
- Planning and Organizing
- Decision making skills
- Verbal and written skills
- Advanced Computer skills
- Negotiating skills
- Highly driven, tenacious and motivated
- Creative thinker with sound analytical and critical problem-solving skills

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria [careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)  
**Closing date for applications is Monday, 26<sup>th</sup> August 2019**

