

Distribution Supervisor (Windhoek)

Type of Notification: Vacant Position

Employee Type: Full Time

Employee Status: Permanent

Closing Date: 02 October 2026

PURPOSE OF POSITION

The Distribution Supervisor's role is ensuring specifications, quantity and quality of orders are correct, verifying stock and identifying losses, ensuring equipment is repaired in a timely manner, maintaining an organized warehouse layout, ensuring that assignments are checked and overseen. Furthermore, the warehouse function entails to supervise staff i.e. pickers, loadmasters and invoicing staff and to prepare deliveries for distribution in an orderly and effective manner and to ensure accurate loading of orders and minimize breakages.

RESPONSIBILITIES

- Assist the Warehouse Manager in maintaining the smooth operation of a fast- moving environment through stock movement and stock rotation.
- Responsible for the day-to-day management of people within the warehouse function, to ensure company's targets and objectives are met to meet customer requirements.
- Responsible for housekeeping standards and continuous improvement within the warehouse.
- Provide a safe working environment, adhering to Health, Safety and Hygiene standards.
- Follow environmental procedures and ensure the team always understands and applies them.
- Plan, co-ordinate and monitor the receipt, storage and dispatch of goods.
- Ensure orders are processed efficiently and that the delivery of materials meets customers' timelines and requirements.
- Supervise and control order picking, goods in, goods out operations to ensure accuracy with minimum handling and stock damage.
- Organise, facilitate and manage stock takes at regular intervals.
- Ensure that all relevant procedures and processes are followed and adhered to in line with the Company's procedures and requirements are implemented to ensure a "Right First Time" product for the customer aligned with their expectation.
- Deliver the product to the customer on time, every time using appropriate methods.
- Operate visual delivery tracking systems in order that commodity status can be seen at a glance.
- Ensure that internal delivery processes are adhered to support dispatch.
- Lead follow up and resolve Customer concerns
- Identify errors and eliminate root cause using robust countermeasures
- Sustain corrective actions to eliminate repeat issues.
- Monitor and review operational methods to facilitate both qualitative and quantitative improvements within the operation whilst ensuring continuous customer service.



- Control of Forklift Truck management to ensure full operational capacity and achieve daily targets.
- Oversee any planned maintenance of machinery and equipment.
- Ensure security of Warehouse environment and maintain access control.
- Monitor and maintain stock accuracy by ensuring the physical stock is in line with the warehouse management system and ensure all stock movements are recorded to ensure accuracy.
- Maintain the management of supplier return packaging.
- Record and communicate all shortage issues to the relevant Materials Management therefore prevent part shortages.
- Build team philosophy and cultivate a team atmosphere by working closely together to achieve the company's targets and objectives.
- Maintain training matrix and ensure employees are adequately trained and competent within their role to ensure operational flexibility.
- Coach the team daily in order that a common goal is focused upon and those business objectives are met consistently.
- Planning, managing and adjusting staffing levels to meet daily operational requirements within the warehouse.
- Adhere to Company policies, procedures and practices.
- Adhere to Health, Safety and Hygiene policies.

SKILLS AND KNOWLEDGE

- Applicants should have a sense to take own initiative'
- Applicants should be neat, well-spoken, courteous and work well with little supervision.
- Excellent communication skills and Trustworthy.

QUALIFICATIONS AND EXPERIENCE

- At least Grade 12.
- A minimum of five years Warehouse experience.
- Computer literacy is essential, with sound working knowledge of Microsoft Excel and Microsoft Office.
- Experience in data capturing, stock reporting and warehouse/material management systems will be an advantage.
- Be prepared to work odd hours and overtime when required.
- Must have a disciplined approach.

Wutow offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link <https://www.wutow.com.na/vacancies>. Please ensure to include three traceable reference contact. Only short listed will be contacted.