

Floor & Pre-Dispatch Supervisor X1 Windhoek (Re-advertisement)

Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: 17 September 2026

PURPOSE OF THE POSITION

Responsible for the overall supervisory function of the dispatch warehouse area.

RESPONSIBILITIES

- Ensure releasing of picking slips according to delivery routes.
- Clear outstanding picking report on a daily basis.
- Manage outstanding commitment report daily.
- Daily ensures staff availability and liaises with warehouse manager and arrange staff in emergency situations accordingly.
- Ensures the release of invoices per specific route as well as road load sheets.
- Personally, checking and verifying all orders and products against invoices and the subsequent dispatching of stock and closing/locking of stock release area, with drivers on an on-going basis.
- Monthly, mid yearly annually assists with stock counts.
- The overall security and housekeeping procedures of the dispatch area.
- Confirm correctness and loading of consignment stock to branches
- Assists management as required from time to time.

SKILLS AND KNOWLEDGE

- Analytical person to understand Warehouse operations
- Flexible team player
- Relationship builder with interpersonal skills
- Dependable and responsible
- Result driven achiever with planning and organizing skills
- Good communication skills
- Highly motivated self-starter who takes initiative with minimal supervision

QUALIFICATIONS AND EXPERIENCE

- Grade 12
- 3-5 years' Experience in Dispatch
- Good negotiation and communication skills
- FMCG experience will be an added advantage
- Experience in Material Management System
- Be prepared to work odd hours and overtime if and when required

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.