

Warehouse Administrator

WAREHOUSE DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking a skilled and experienced Warehouse Administrator to join our team. The ideal candidate will support the Warehouse Manager with administrative tasks, documentation, and system entries in PRONTO. This role includes managing client and sales team interactions, ensuring compliance with operational procedures, and handling quotes and purchases related to warehouse and fleet management.

JOB OVERVIEW:

Reporting directly to the Warehouse Manager, the Warehouse Administrator will play a crucial role in our warehouse operations. This position requires a minimum of 3 years of experience in warehouse operations, logistics, or administrative roles, and proficiency in PRONTO ERP or similar inventory management systems.

KEY RESPONSIBILITIES:

- Assist with administrative tasks related to warehouse operations.
- Ensure accurate data entry in PRONTO ERP for stock, transfers, and inventory records.
- Maintain documentation of goods received, dispatched, and stored.
- Prepare warehouse reports, including stock movement and reconciliations.
- Serve as the primary contact for client and sales team inquiries.
- Ensure compliance with warehouse safety standards and company policies.
- Maintain and update assets, equipment & fleet compliance documentation and audit records.
- Assist in fleet management, maintenance planning and procurement of parts and services.
- Coordinate purchase requisitions and orders for warehouse needs.
- Oversee the control and supply of staff amenities & equipment availability.
- Support team coordination, shift scheduling, and performance tracking.

QUALIFICATIONS AND SKILLS

- Minimum of 3 years of experience in warehouse operations, logistics, or administrative roles.
- Proficiency in PRONTO ERP or similar inventory management systems & MS Office.
- Experience in 3rd party vehicle tracking software.
- Strong organizational and documentation skills.
- Excellent communication and coordination abilities.
- Ability to multi-task and prioritize workloads efficiently.

PREFERRED ATTRIBUTES:

- Female candidates are encouraged to apply.
- Previous experience in a fast-paced warehouse environment.
- Familiarity with inventory management systems.
- Strong problem-solving skills and ability to troubleshoot minor equipment issues.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is Friday, March 7th, 2025.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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