

Warehouse Dispatch Supervisor

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 Dispatch Supervisor will play a crucial role in our warehouse operations. This position requires a minimum of 3 years of experience in warehouse dispatch or logistics roles, and proficiency in dispatch management systems.

KEY RESPONSIBILITIES:

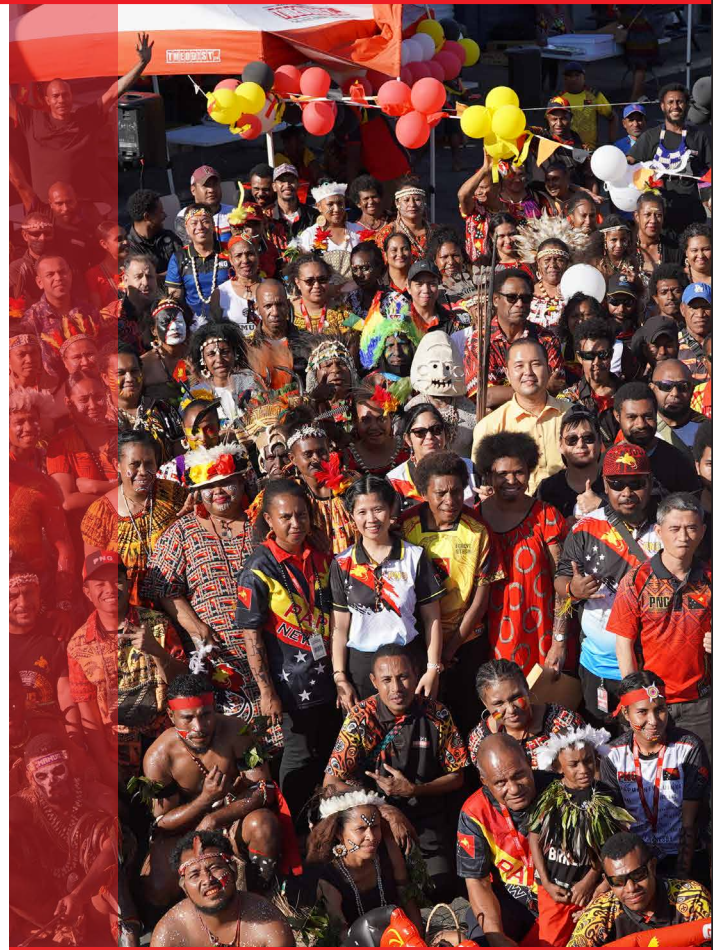
- Supervise and coordinate daily dispatch operations.
- Ensure timely and accurate delivery of goods to customers.
- Manage dispatch staff, including scheduling and performance tracking.
- Coordinate with the sales team to ensure order fulfillment and delivery schedules.
- Maintain documentation of dispatch activities and delivery records.
- Ensure compliance with dispatch safety standards and company policies.
- Address and resolve any issues related to dispatch operations.
- Prepare dispatch reports, including delivery performance and discrepancies.
- Oversee the maintenance and readiness of dispatch vehicles.

QUALIFICATIONS AND SKILLS

- Minimum of 3 years of experience in warehouse dispatch or logistics roles.
- Proficiency in dispatch management systems and MS Office.
- Strong organizational and documentation skills.
- Excellent communication and coordination abilities.
- Ability to multi-task and prioritize workloads efficiently.

PREFERRED ATTRIBUTES:

- Previous experience in a fast-paced warehouse environment.
- Familiarity with inventory and dispatch management systems.
- Fantastic problem-solving skills and ability to troubleshoot & responsive to dispatch issues.
- Good communication and organizational skills.
- Knowledge of PRONTO ERP is preferred.



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, 2024.

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



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