

Assistant Manager - General Logistics Management

Job Title	Assistant Manager		
Division	Logistics Division		
Department	General Logistics Department		
Section	General Logistics Management		
Location		Direct Reports	
Reports To	Manager - Logistics	Version Number	1
External Relations		Guide Number	
Internal Relations	Operations/Logistics/Security	Job Code	

Basic Function

The position is expected to maintain inventory and supplies by receiving, storing, and delivering items; securing warehouse; supervising staff. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Core

- Accomplishes warehouse human resource objectives by selecting, training, scheduling, coaching and disciplining employees; adhering to SMSA policies and procedures.
- Meets warehouse operational standards by contributing warehouse information to strategic plans; Implementing productivity, quality, and customer-service standards; resolving problems.
- Moves inventory by scheduling materials to be moved to and from warehouse; coordinating inventory transfers with related departments.
- Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
- Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
- Secures warehouse by turning alarms on; testing systems.
- Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
- Achieve dispatch process performance
- Updating in WMS system
- Monitor & overseeing the achieving the picking process
- Implementation of SOP, work instruction, policies & training
- Ensure the supervision of house keeping

EHS

- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities

- Actively participates in the audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs, communication & management
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Supervising the internal audits, inspections, and corrective / preventive actions effectiveness

Business Continuity

- Ensuring that the BC plan (or plans) adequately delivers the organization's BC capability and meets the BC requirements.
- Communicating the implications of departmental changes that may impact the BCMS.
- Collecting information for and completing the BIA.
- Identifying and acknowledging supply chain priorities.
- Developing, implementing, and maintaining departmental procedures on behalf of the plan owner.
- Conducting and participating in exercises.
- Maintaining the departmental BC documentation. Liaising with the BC managers.
- Developing, coordinating, and facilitating the BCMS. This includes developing analysis and BC plan templates.
- Facilitating and coordinating the BIA, risk and threat assessment (related to prioritised activities), strategy and solutions planning, BC plans and testing throughout the organization.
- Ensuring maintenance of the BCMS on a periodic basis as well as whenever it is appropriate.
- The effective use of resources and procedures within the BCMS, such as systems, tools, and response and recovery procedures.
- Making recommendations, removing roadblocks, and reporting to top management

Competencies - Professional and Technical

Behavioral Competencies

Communication	Level 5
Conflict Management	Level 4
Decision Making	Level 4
Influence	Level 3
Initiative	Level 5
Networking/Relationship building	Level 5
Organizational & Environmental Awareness	Level 4
Planning & Organizing	Level 4
Teamwork	Level 5

Technical Competencies

Handling Customer Complaint Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Advanced
Total Quality Management Knowledge	Advanced

Competencies – EHS

- Knowledge of basic environment health and safety requirements
- EHS corporate objectives awareness
- Awareness of EHS requirements in the QEHS management systems
- Have attended EHS awareness training (if applicable)
- Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate

*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.). At least five (5) years of relevant work experience, 2 years of which should be in managerial capacity, preferably in the same industry.

or

Diploma, certificate courses with over 8 years industry experience of which at least 2 years has been in management position

or

Diploma, certificate courses with over 10 years industry experience of which at least 4 years has been in Supervisory position

*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
Updated by:	Date:	Approved by:	Date:
Employee Name:			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: