

Operations Supervisor - General Logistics Management

Job Title	Operations Supervisor		
Division	Logistics Division		
Department	General Logistics Department		
Section	General Logistics Management		
Location		Direct Reports	Age, Outbound, Safety & Security
Reports To	Project Manager	Version Number	1
External Relations	NUPCO, MOI	Guide Number	7055
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.
- Meets warehouse financial standards by providing annual budget information; monitoring expenditures etc.
- 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.

EHS

- Ensuring that all safety related equipment and systems, particularly fire fighting, alarm,, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operational condition at all times.
- Overseeing and monitoring all the work activities in order to make sure that work and job related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles.
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities.

- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation.

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competencie	
Conflict Management	Level 3
Creative Thinking	Level 2
Initiative	Level 3
Resource Management	Level 3
Stress Management	Level 3
Teamwork	Level 3
Technical Competencie	
Handling Customer Complaint Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	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 <i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	
Decision Making	
As per Level of Authority provide by Project Manager	
Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	
Qualification : Education and Experience	
<p>●Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.</p> <p>or</p> <p>●Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position</p> <p>or</p> <p>●Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position</p> <p>*Note: Industry Experience wherever its applicable</p>	

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: