

## Warehouse Supervisor - MRM NEOM Project

<b>Job Title</b>	Warehouse Supervisor		
<b>Division</b>	Special Services Division		
<b>Department</b>	Mailroom Department		
<b>Section</b>	MRM NEOM Project		
<b>Location</b>	Any	<b>Direct Reports</b>	<b>Subordinates</b>
<b>Reports To</b>	Project Manager	<b>Version Number</b>	1
<b>External Relations</b>		<b>Guide Number</b>	7229
<b>Internal Relations</b>	Mailroom Mgt	<b>Job Code</b>	

### Basic Function

- Report to the Project Manager.
- Maintain and retain updated inventory data.
- Prepare manpower schedule, ensure efficient labor utilization by making the required personnel and tools available to meet the work plans.
- Coordinate with counterpart organizations and other members of the Material Management Logistics Services Team.
- Direct team members, assign tasks, monitor its progress with a focus on customer satisfaction.
- Organize the Material Management Logistics Services Team and check their activities.
- Prepare accurate data or reports as required.
- Fully understand, drive and promote SMSA's Mission , Vision, Culture and Values and Project SLA's.

### KEY Responsibilities

#### Core

- Daily Staff supervisory.
- Monitoring SMSA warehouse + external warehouse,
- Coordinating with community requirements and paid services request as well.
- Coordinating with security ID card and cars trucks stickers.
- Weekly and monthly reporting to Customer.
- Monthly Material management Mitigation and Justification.
- Monthly invoice submitting to Project .
- Monitoring SMSA Vehicles, Daily reports .
- Handling employees' issues or any requirement as example renewals, vacations; sick leaves and absents.
- Daily 3pl reports, Coordinating with external warehouse staffs.
- Arranging Domestic + Int'l outbound shipments, Coordinating with SMSA kingdom wide.

#### EHS

- Actively participates in the implementation and compliance of EHS objectives & programs, and attend EHS audits / inspections.

## Confidentiality

- Ensure access and integrity to confidential information is always securely maintained.

## 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

Communication	Level 2
Continuous Learning	Level 3
Teamwork	Level 2

### 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	Intermediate

### 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

• In consent with the Warehouse Supervisor/Service Manager.
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### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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### 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 four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.
or
Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position
or
Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position
 *Note: Industry Experience wherever its applicable

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>
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<b>Employee Name:</b>

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.

<b>Signature:</b>	<b>Date:</b>