

Internal/External Vacancy Advert

Date of advertisement: 10 November 2021

About us:

Our commitment to our stakeholders is to be the best and most successful IT distributor in our region. We strive towards this goal by being the most valued channel for our partners and by contributing to the growth and profitability of our shareholders, staff, vendors, channel partners and their customers.

Axiz is an equal opportunity employer and this position will be filled in accordance with our current Employment Equity practices.

Job Specification:

Position:	Warehouse Manager - Botswana	Location:	Botswana
Company:	Axiz	Department:	RAGA – Botswana
Employment Type:	Permanent	Reporting to:	Regional Sales Manager

Purpose of the position:

Managing of the Warehouse, Customer Returns and Collections Departments.

Key Responsibilities:

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| <ul style="list-style-type: none"> • Communication, implementation and compliance of all policies and procedures in the above departments. • Conduct weekly Team meetings, minute & report and action where necessary. Report to Sales Operations Manager. • Manage customer complaints • Identify training requirements, schedule with Sales Ops Manager in order to agree action required. • Conduct quarterly reviews, measure performance and set objectives • Ensure complete control of goods and lower the risk or potential exposure of the company to loss of income through shrinkage. • Adhoc audits on stock | <ul style="list-style-type: none"> • Arrange and schedule resource in each department to ensure optimal customer experience and satisfaction • Weekly and monthly audit report by area • Procedures reviewed document completed • Findings and recommendations to management on procedural flaws and risk • Stock take reports • Variance reports • Stock audit report • Weekly variance report by location and area • Training to be documented |
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Job Requirements:

Education and Experience:	<ul style="list-style-type: none"> • Team leadership skills/departmental management (Essential) • Strong Troubleshooting Skills (essential) • Matric with exemption • Advance MDP (Essential)
Technical Competencies:	<ul style="list-style-type: none"> • MS Office essential.
Behavioural Competencies:	<ul style="list-style-type: none"> • Problem Solving ,Time Management ,Accuracy ,Analytical, Systematic • Methodical • Logical ,Service orientated • Deadline driven

Application Process:

Contact Person: The Recruitment Team

Telephone Number: 011 237 7000

E-mail address: careers@axiz.com

Closing Date: 19 November 2021

The company is under no obligation to fill this position and should you not have had any feedback within 2 weeks after the closing date, you may consider your application unsuccessful.