



OUR VALUES

Family	Ownership	Opportunity	Tomorrow
Authenticity, Teamwork, Integrity	Persistent problem-solver	Develop yourself, the team, and the brand	Ideas to build the future

JOB OVERVIEW

Job Title: Supply Chain Coordinator

Department: Supply Chain

Duty Station: Accra, Ghana

Reports To: Head of Operations

Contract Type: Full-time

Job Purpose:

The purpose of the Supply Chain Associate is to manage the warehouse and ensure stock integrity, availability and accuracy at all times.

The Supply Chain Associate needs to serve Franchisees and their needs effectively and with a high customer satisfaction mentality.

Supervision Received: This position works semi-autonomously, receiving guidance and support from the Head of Operations

Duties & Responsibilities:

Warehouse Operations:

- Oversee receiving, warehousing, distribution and maintenance operations
- Controlling inventory levels by conducting physical counts and reconciling data storage systems
- Adhere to all warehousing, handling, and shipping legislation requirements
- Maintain physical condition (cleanliness, organization) of warehouse
- Liaise with clients, suppliers and transport companies as needed
- Raising necessary requisitions
- Ensuring efficient layout and space utilization
- Collaborating with and assisting team members and management with additional duties and responsibilities as required.

Report and documentation:

- Report and work closely with all 3rd Parties within the organization to minimize risk and improve relationships.
- Report and upload all necessary documents to the master database or operating system.
- Plan, Conduct and supervise end of month counts - Providing monthly stock reports to management.
- Update all logistical files and records to a central database.
- Health & Safety:
- You will be responsible for safe and proper disposal of all obsolete items from the warehouse - mindful of the risks, cost and impact to the environment.
- Ensure and uplift health and safety policies within and outside the warehouse.

Team engagement and company growth

- Be a supportive, dynamic, and flexible team member and coordinate well with other departments and functions
- Do not wait to be assigned a task but hunt for opportunities to bring improvements and support others
- Be honest, reliable and dedicated
- Bring the energy and stamina to go far with Jibu and join us in building a unique success story



Experience Requirements

- Experience in warehouse management procedures and best practices
- Experience using Microsoft Office, particularly Excel required
- Experience working a multi-unit business environment is a plus
- creative, solution-oriented with a positive attitude and a sense for continuous improvement

Culture Fit Criteria:

At Jibu, we do not recruit based CVs only, we look for a candidate with the right attitude, hunger for success and talent.

- A self-starter and initiator with an intrinsic motivation to perform
- Highly motivated to Get Things Done quickly
- Strong entrepreneurial and business instincts, backed with strategic thinking
- Perfect written and spoken English
- Able to represent the Jibu Brand and comfortably communicate decisions from managements to the franchise network

Internal Interfaces:

- Supply chain departments in countries of operation
- Finance department
- Quality and production department

External Interfaces:

- Jibu Franchisees and staff
- Suppliers
- Transport companies
- Customs agents

Interested? Please apply by expressing your interest and a link to your LinkedIn and your CV to jobs.ghana@jibuco.com