

## JOB DESCRIPTION

Job Overview	
<b>Job Title:</b> Warehouse Coordinator	
<b>Department:</b> Supply Chain	
<b>Duty Station:</b> Uganda, with the option to travel within assigned locations.	
<b>Reports To:</b> Supply Chain Coordinator	
<b>Full-time Position</b>	
Internal Interfaces:	External Interfaces:
<ul style="list-style-type: none"> <li>• Supply chain departments in countries of operation</li> <li>• Finance department</li> <li>• Quality and production department</li> </ul>	<ul style="list-style-type: none"> <li>• Jibu Franchisees and staff</li> <li>• Suppliers</li> <li>• Transport companies</li> <li>• Customs agents</li> </ul>
JibuCo Ltd	
<p>The Team member is responsible for helping Jibu Franchisees to achieve volume, Porridge sale, LPG and all other relation product portfolio, expansion, profitability (cost savings and total revenue), and impact targets as defined by the Company management and in line with the Jibu mission and objectives. All team members are expected to problem solve as owners per the Jibu Culture Handbook.</p>	
Job Purpose:	
<p>The purpose of the Warehouse Associate is to manage the warehouse and ensure stock integrity, availability and accuracy at all times.</p> <p>The warehouse Associate needs to serve Franchisees and their needs effectively and with a high customer satisfaction mentality.</p>	
Duties & Responsibilities:	
<p><b>Warehouse Operations:</b></p> <ul style="list-style-type: none"> <li>• Oversee receiving, warehousing, distribution and maintenance operations</li> <li>• Controlling inventory levels by conducting physical counts and reconciling data storage systems</li> <li>• Adhere to all warehousing, handling, and shipping legislation requirements</li> <li>• Maintain physical condition (cleanliness, organization) of warehouse</li> <li>• Liaise with clients, suppliers and transport companies as needed</li> <li>• Raising necessary requisitions</li> <li>• Ensuring efficient layout and space utilization</li> <li>• Collaborating with and assisting team members and management with additional duties and responsibilities as required.</li> </ul> <p><b>Report and documentation:</b></p> <ul style="list-style-type: none"> <li>• Report and work closely with all 3rd Parties within the organization to minimize risk and improve relationships.</li> <li>• Report and upload all necessary documents to the master database or operating system.</li> <li>• Plan, Conduct and supervise end of month counts - Providing monthly stock reports to management.</li> <li>• Update all logistical files and records to a central database.</li> </ul> <p><b>Health &amp; Safety:</b></p>	

## JOB DESCRIPTION

- 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
- Do not wait to be assigned for 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

### **Others**

- Any other duty/ role assigned by management.

**Supervision Received:** This position requires completing routine tasks, a high level of organizational skills, and is accountable for the state and management of the country warehouse.

**Management Responsibility:** N/A

### **Experience Requirements**

#### Minimum Experience Requirements:

- Previous experience working as a Warehouse associate/supervisor.
- Experience in warehouse management procedures and best practices
- Experience using Microsoft Office, particularly Excel required

#### Preferred Experience Requirements:

- Franchise experience a plus
- Experience working a multi-unit business environment a plus
- Experience working in a social enterprise or a startup is a plus

### **Required Skills:**

- A self-starter and initiator with an intrinsic motivation to perform
- Highly motivated to *Get Things Done* in an autonomous an independent matter
- Strong entrepreneurial and business instincts
- Proficiency with Microsoft Office suite including Excel, Word and Powerpoint
- Perfect written and spoken English and knowledge
- he Jibu Brand and comfortably communicate decisions from managements to the franchise network