

Zambia Jobs Expertini®

Storeman

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Company: British American Tobacco

Location: Lusaka

Category: other-general

BAT is evolving at pace - truly like no other organisation.

To achieve the ambition, we have set for ourselves, we are looking for colleagues who are ready to live our ethos every day. Come be a part of this journey!

BAT ZAMBIA IS LOOKING FOR A STOREMAN TO JOIN OUR TEAM IN LUSAKA

SENIORITY LEVEL:Non-management

FUNCTION:Operations

SALARY RANGE: competitive salary package + excellent benefits + market leading bonus

LOCATION: Lusaka, Zambia

ROLE POSITIONING AND OBJECTIVES

The Storeman must ensure OTIF supply to the factory to meet planned production and also ensure the approved safety stock is available. Ensure 100% stock “item” accuracy and avoid stock losses due to negligence. The stores are to be always clean and conducive environment for storage.

Cut Rug Tobacco, Wrapping Materials and Finished Goods (CRT/WMs/FGs) represents a significant investment for the Business and as such need best standards of Inventory Management to be put in place to avoid unnecessary tying of company funds whilst ensure smooth supply to the factory.

WHAT YOU WILL BE ACCOUNTABLE FOR

Factory must be supplied with CRT/WMs to meet production targets.

Ensure Warehousing standards are maintained at all times ., FIFO, stacking height, etc.

Ensure good housekeeping ., everything in the right place at the right time.

All ways of work done in a safe and conducive manner.

When receiving CRT/WMs stock, imports need to ensure Invoices reflect correctly what has been received and matches the system PO.

Ensure proper care in offloading and storage to eliminate risk of damage.

Work with Quality department to ensure the required sample checks are done for all incoming CRT/WMs (., check weevil traps in containers)

Also ensure the Shelf Life is acceptable and not close to expiry date, Adhesives.

Ensure storage is done in line with approved standards. Storage must in the correct locations, separate store for Hazardous materials etc.

Stocks must be received in the system as per approved procedure.

Damaged/substandard materials must be cordoned off in clearly demarcated area. Work with Production Services Executive to expedite return to supplier or otherwise resolve the issue.

Infestation – ensure effective cleaning and housekeeping.

Infestation – put up and monitor weevil traps to ensure risk is managed as per approved procedure-., daily checks.

Manage all transaction and movements to and from the Factory floor ensuring at all times that physical movements/stock are replicated on the SAP system – one set of numbers.

FIFO – strict adherence to ensure no obsolescence due to age.

Control access into the store and only allow authorised personnel.

Comply with all rules and regulations relevant to Warehouse store.

Conduct weekly and monthly Stock take to ensure 100% Stock “item” accuracy.

Effective gas and fuel management.

Fire Hazard – Ensure BAT approved Fire control systems are in place.

Ensure stores equipment and set up is in a good state of repair at all times, shelving,

Forklifts etc.

Effective handover of FGs stock produced during the shift – with approved witnesses.

Ensure FGs stock is stacked with 24 hours of receipt.

Track PODs for Finished Goods dispatched and send out PODs report weekly.

For returns, ensure that the returned stock matches with what is indicated on documentation.

No receipt of stock without documentation.

GR of invoices for open POs.

Monitor Humidity and Temperature conditions in Warehouses.

Ensure good housekeeping ., everything in the right place at the right time.

Full participation in weekly supply chain meetings.

Effective 3PL Driver management.

Undertake ad hoc tasks assigned by Line manager.

ESSENTIAL EXPERIENCE, SKILLS AND KNOWLEDGE

Diploma level qualification in Inventory Management or Supply Chain qualification ., Chartered Institute of Purchasing and Supply (CIPS)

At least 2 years' experience in Supply Chain role

Ability to work with MS Office tools

SAP working experience will be an added advantage

Ability to operate a forklift will be an added advantage

Understanding of how processes are linked in the business.

Personal Integrity and Honesty

Attention to detail and strict rules and regulation adherence.

Security consciousness and Proactive in detecting and potential risks (Fire, Infestation risk

WE ARE BAT

At BAT we are committed to our Purpose of creating A Better Tomorrow. This is what drives our people and our passion for innovation **See what is possible for you at BAT.**

Global Top Employer with 53,000 BAT people across more than 180 markets

Brands sold in over 200 markets, made in 44 factories in 42 countries

Newly established Tech Hubs building world-class capabilities for innovation in 4 strategic locations

Diversity leader in the Financial Times and International Women's Day Best Practice winner

Seal Award winner – one of 50 most sustainable companies

BELONGING, ACHIEVING, TOGETHER

Collaboration, diversity and teamwork underpin everything we do here at BAT. We know that collaborating with colleagues from different backgrounds is what makes us stronger and best prepared to meet our business goals. **Come bring your difference!**

BATSA is an equal opportunity employer who believes in the power of a truly diverse workforce. Preference will be given to suitable candidates from designated groups as we aim towards achievement of our Diversity, Inclusion and Belonging strategy and Employment Equity plan.

Be vigilant - BAT will never ask a job candidate for money for any reason, including paying for visa, work permits or pre-employment checks. If someone invites you to apply for a BAT role and asks for payment for these types of activities, it is not a legitimate BAT job.

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