

## Job Description

# Warehouse supervisor

4 Yrs

### About General Aeronautics:

At General Aeronautics (GA) we are passionate about flying objects! GA founders are pioneering aeronautical technologists, who believe in designing and building indigenous aerial vehicles. We are unwavering in leveraging tech to address complex social needs. We are currently focused on building unique solutions for the Agriculture, Medical and Logistics sectors.

### About the Role:

We are looking for a passionate and experienced individual to join us as a warehouse supervisor. Your main task for this role will be to establish and monitor the activities of incoming and outgoing goods. As a warehouse supervisor, you will be responsible for developing plans and delivery schedules to align with production demand. Besides, drive continuous improvement in GA's products and processes.

### Key Purpose and Accountabilities:

Primary activities – responsible to manage all the warehouse activities to deliver uninterrupted production supply.

### Major Duties:

- Plan and execute the warehouse management procedures and policies  
Inventory planning and consumption tracking
- Demand Generation and forecast to keep production running at all times
- Involve in moving inventory and materials across the facilities
- Responsible to develop the delivery plan and executing as per the production demand
- Prepare and process inventory for delivery, move materials from facilities to workstations, pick-up locations, or other locations.
- Sort, organize and store inventory in the proper location, Stack and organize large bulk items.
- Prepare and maintain a log of all the material, goods, package items and label them correctly.
- Maintain high standards in terms of quality and safety of products and storage environment.
- Escalate issues, report damaged or missing inventory to the Production manager.
- Move materials from facilities to workstations, pick-up locations, or other locations.
- Work as an active team member to complete team goals.
- Perform inventory stock takes monthly / quarterly and annually .
- Prepare and maintain all warehouse related documents and perform frequent assessments to ensure policy compliance.
- Factory asset management, record of tools, consumables

### Other Duties:

- Follow all relevant departmental policies, processes, and procedures so that work is carried out in a controlled and consistent manner while delivering a world-class service.
- Contribute to cost-efficient usage of all applicable resources to reduce wastage and unnecessary expense.
- Manage self and identify opportunities to take part in change initiatives, programs and projects that reflect international best practices and changes in the competitive environment.
- Adhere to all relevant HSE procedures, instructions, and controls so that GA provides a safe, world-class, secure, and environmentally responsible service to customers, the public and its own people.
- Identify opportunities to drive continuous improvement in one's scope of the area.

### Experience, qualifications, skills required:

- Diploma/Degree in engineering, material management
- 4+ years relevant experience in a similar role
- Experience in inventory control, warehouse management, ERP, packing, logistics, labelling, demand forecasting, vendor management, stock level check, goods staking methods, goods storing and handling procedures.
- Handling Logistics equipment and machinery, storage methods, receiving inward materials, packing, and shipping to customer.
- Excellent communication skills and technical presentation skills for group and one-on-one presentations
- Proficiency in Cloud-based ERP and Microsoft Tools.

### Other Requirements:

- Travel: If required
- Physically able to independently lift and move 25-30kg of instruments, using appropriate tools.

**Contact : [jobs@generalaeronautics.com](mailto:jobs@generalaeronautics.com)**