



# RAA LIMITED

Warehouse 1A, Ideal Ceramics Compound ICD Road, Nairobi Kenya.

**Job Title: Warehouse Manager**

**Positions: 1**

**Company: RAA LIMITED**

**Location: Nairobi**

**Job Type: Full-time**

## **About Us:**

RAA LTD is one of the country's leading distributors, built on a strong foundation with talented people ready to serve you from FMCG to Pharmaceuticals. We are the first to set a footprint throughout the country covering all major towns. Our passion drives us, and our values empower us. We are seeking for a dedicated and experienced Warehouse Manager to oversee our warehouse operations and ensure the efficient receipt, storage, and distribution of goods.

## **Job Summary:**

As a Warehouse Manager at RAA LTD you will play a crucial role in the management and optimization of our warehouse operations. You will be responsible for coordinating the activities of the warehouse team, implementing efficient processes, and ensuring the timely delivery of products to our customers. The Warehouse Manager will also be responsible for maintaining inventory accuracy, monitoring safety protocols, and fostering a productive working environment.

## **Key Responsibilities:**

### **1. Warehouse Operations Management:**

- Oversee day-to-day warehouse operations, including receiving, storage, and order fulfillment.
- Develop and implement efficient warehouse processes and procedures.
- Monitor and optimize inventory levels to ensure adequate stock availability.

### **2. Team Leadership:**



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- Lead and motivate the warehouse team, including supervisors, pickers, packers, and forklift operators.
- Assign tasks and responsibilities, set performance goals, and provide training as needed.
- Foster a positive and collaborative work environment.

### 3. Inventory Control:

- Implement inventory management best practices to minimize stock-outs and overstock situations
- Conduct regular cycle counts and annual physical inventories.
- Manage product returns and defective item handling.

### 4. Quality Assurance:

- Ensure that products are handled, stored, and shipped in compliance with quality and safety standards
- Implement quality control checks and address any non-conformance issues promptly

### 5. Equipment and Facilities Maintenance:

- Maintain and oversee the maintenance of warehouse equipment, including forklifts, pallet jacks, and racking systems.
- Ensure a clean and organized warehouse space.

### 6. Reporting and Analysis:

- Generate reports on warehouse performance, such as inventory turnover, order accuracy, and productivity.
- Identify areas for improvement and implement corrective actions.

### Qualifications:

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or a related field (preferred).
- 3 to 5 years of progressive experience as a Warehouse Manager or in a similar role
- Strong knowledge of warehouse operations, inventory management, and logistics.
- Excellent leadership and team management skills.
- Proficiency in warehouse management software and MS Office Suite.
- Strong analytical and problem-solving abilities.
- Knowledge of safety regulations and best practices.
- Effective communication and interpersonal skills

**RAA LIMITED is an equal opportunity employer and is committed to creating an inclusive workplace that values diversity. We encourage applications from candidates of all backgrounds and experiences.**

***If this sounds like you please share your CV indicating the region as part of the subject to [humanresource@raalimited.com](mailto:humanresource@raalimited.com) on or before 15<sup>th</sup> January 2025***



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