



# RAA LIMITED

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

## WAREHOUSE SUPERVISOR

**Job Title:** Warehouse Supervisor

**Positions:** 1

**Company:** RAA LIMITED

**Location:** MSA RD – 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 Supervisor to oversee our warehouse operations and ensure the efficient receipt, storage, and distribution of goods.

### Job Summary:

The Warehouse Supervisor at RAA LTD will play a crucial role in supporting the Warehouse Manager in the day-to-day operations of the warehouse. This position involves supervising warehouse staff, ensuring proper inventory management, and maintaining a safe working environment. The Warehouse Supervisor will also assist in implementing efficient processes and procedures.

### Key Responsibilities:

- 1. Team Supervision:**
  - Lead and supervise warehouse staff, including pickers, packers, forklift operators, and other team members.
  - Assign tasks and responsibilities, monitor performance, and provide guidance and feedback.
- 2. Inventory Control:**
  - Oversee inventory management processes, including receiving, storage, and order fulfillment.
  - Conduct regular cycle counts and assist in maintaining accurate inventory records



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### 3. Order Processing:

- Ensure orders are picked, packed, and shipped accurately and on time.
- Coordinate with the shipping department to meet customer delivery requirements.

### 4. Safety and Compliance:

- Enforce safety guidelines and protocols to maintain a secure work environment.
- Ensure compliance with health and safety regulations.

### 5. Process Improvement:

- Collaborate with the Warehouse Manager to identify opportunities for process improvements.
- Implement and monitor new procedures as needed to enhance warehouse efficiency.

### 6. Equipment and Facilities:

- Oversee the maintenance and safe operation of warehouse equipment, such as forklifts and pallet jacks.
- Report any equipment issues or needed repairs.

### 7. Reporting and Documentation:

- Generate reports on warehouse performance, including inventory levels, order accuracy, and productivity
- Maintain accurate records of inventory movements and transactions.

### Qualifications:

- High school diploma or equivalent; a bachelor's degree is a plus.
- 2 to 3 years of progressive experience as a Warehouse Supervisor or in a similar supervisory role within a warehouse setting.
- Strong understanding of warehouse operations, inventory management, and logistics.
- Excellent leadership and team management skills.
- Proficiency in using warehouse management software and Microsoft Office Suite.
- Knowledge of safety regulations and best practices.
- Strong communication and interpersonal skills.

**RAA LIMITED is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

***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***