

Aviva Industries – Warehouse Management Role

Company Profile

Aviva Industries Nigeria was incorporated in October 2006, specializing in the production of stationary products and exercise books to serve the demand requirements for domestic education. Commonly known for its transparent and trustworthy reputation, Aviva Industries has developed a vast network of regional wholesalers and retailers across Nigeria, positioning itself as one of the segments leading manufacturers.

Corporate Culture

We always focus on growing our operations organically and extend a similar belief when expanding our team. At Aviva Industries Nigeria we provide our employees with a Performance-based Growth Package that extends to the level of perks an employee can be rewarded provided specific benchmarks are achieved. More importantly, we believe that finding the perfect cultural fit for our organization has led to better performance for the company and its employees.

Job Brief

We are currently looking for a focused and committed **Warehouse Manager** capable of coordinating, receiving and ensuring that stock/goods are appropriately accounted for during the process of loading and/or offloading. In addition, the individual will be responsible for maintaining an appropriate condition of the items stored within the Factory and Warehouse space. The primary aim is to ensure that pre-determined benchmarks are maintained and that all processes run smoothly and promptly.

Responsibilities

- Planning, coordinating and monitoring the receipt, order assembly and dispatch of stock/goods.
- Design an effective process that efficiently utilizes warehousing space.
- Capable of utilizing space effectively and mechanically handling the equipment provided.
- Ensure that budgetary targets and environmental objectives are met.
- Coordinating the use of automated and computerized systems when necessary.
- Keeping Stock Control Systems up-to-date and ensuring accuracy and accountability of inventory.
- Planning future capacity requirements.
- Organizing the recruitment and training of staff, as well as monitoring staff performance and progress.
- Motivating, organizing and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded.
- Communicate with Line Managers on a daily basis.

- Maintaining health and safety standards. For example, ensure that chemicals are stored safely.
- Overseeing the planned maintenance of vehicles, machinery and equipment.

Skills & Requirements

- Excellent oral and written communication skills
- Proven warehouse management experience
- Strong knowledge of warehousing Key Performance Indicators (KPI's)
- Numeracy and an understanding of finance
- Knowledge of the legal requirements when operating a warehouse
- People management skills, including the ability to motivate, delegate and explain ideas
- Technical and Information Technology Skills, particularly Database Management and Spread sheets

Educational Qualification

- The candidate must have a Bachelors/Graduates degree in the following areas of study:
 - Transportation
 - Distribution
 - Logistics
 - Supply Chain Management
 - Business Information Systems

Benefits

- Performance-based Salary Package that extends to rewards (bonus)
- Expose yourself to the print, packaging and pulp and paper industry in Nigeria and the rest of Africa

Salary

Aviva Industries Nigeria is willing to compensate our Warehouse Manager with a **Gross Salary of NGN 336,000.00 per month.**

Work Location

Your place of work will be located at Aviva Industries Headquarters. **The official address:** Plot 14, Aminu Jinadu Close, Off Jimoh Odotola Street, Surulere, Lagos, Nigeria.

Working Hours

You will be expected to work from Monday to Saturday (except public holidays) from **08:00AM – 19:00PM**.

**The Employee shall however, work such hours as necessary for proper performance of his/her duties.*

Recruitment and Selection Process

1. After submission of your CV/resume, our recruitment department will shortlist the candidates that have the necessary proficiency to carry out the tasks required for this role.
2. Should you be shortlisted, our recruitment team will contact you via email/phone call.
3. After contact, you will be given a series of tasks to complete to test your creativity, proficiency and ability to work under pressure.
4. Should you pass the required benchmarks, you will then be called in for an Interview with your line manager.
5. You will receive notice of your employment within a week of your interview.