



## VACANCY

### Company Introduction

Powerbat Namibia (Pty) Ltd, based in Windhoek, is a leading distributor of premium automotive batteries and renewable energy solutions. Established in 1978, the company supplies trusted brands such as Willard, SABAT, and VARTA, along with comprehensive solar power packages. With a commitment to quality products, excellent customer service, and sustainable energy solutions, Powerbat serves both retail and private clients across Namibia.

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**Job Title:** Warehouse Supervisor

**Location:** Windhoek

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### Role Purpose

The Warehouse Supervisor will be responsible for overseeing and optimizing all warehouse, distribution, and fleet operations to ensure timely, efficient, and cost-effective service delivery. This role requires strong leadership, operational planning, and compliance management to uphold Powerbat Namibia's commitment to quality, safety, and customer satisfaction.

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### Key Responsibilities

#### 1. Warehouse & Distribution Operations

- Manage receiving, storage, order picking, and dispatch processes to ensure smooth operational flow and inventory accuracy.
- Coordinate and track the timely delivery of goods to meet customer demand and service commitments.
- Plan and implement efficient delivery routes and transportation schedules to reduce costs and improve turnaround times.

- Maintain accurate records of inventory movements, stock reconciliations, and distribution activities.
- Conduct weekly stock spot checks and monthly stock counts.
- Communicate proactively with customers regarding delivery schedules, service levels, and issue resolution.

## **2. Fleet & Asset Management**

- Schedule and oversee preventative and corrective maintenance for all distribution vehicles and equipment.
- Manage urgent repair requests to minimize operational downtime.
- Ensure all vehicles meet licensure, registration, and regulatory compliance requirements.
- Monitor fleet performance, driver conduct, and operational efficiency.
- Maintain accurate records of vehicle and equipment condition, usage, and location.
- Oversee the safe and compliant use of forklifts and other material-handling equipment.

## **3. SHEQ Compliance & Safety Management**

- Enforce workplace safety protocols and ensure adherence to health, safety, and environmental regulations.
- Implement and oversee warehouse and fleet security measures to safeguard people, assets, and goods.
- Ensure staff receive regular training in safety procedures and operational best practices.
- Promote a culture of safety, quality, and continuous improvement across warehouse and distribution operations.
- Conduct monthly SHEQ meetings with staff and management.

## **4. Personnel & Performance Management**

- Coordinate work schedules for drivers, warehouse staff, and maintenance teams to ensure adequate coverage.

- Motivate, guide, and discipline staff to maintain high performance and operational standards.
- Monitor staff compliance with schedules, safety requirements, and operational protocols.
- Conduct performance evaluations and identify training and development needs.

## **5. Cost Control & Continuous Improvement**

- Develop and implement strategies to reduce operational costs while maintaining service quality.
- Monitor and report on KPIs, including delivery times, cost efficiency, and productivity metrics.
- Identify areas for process improvement and lead initiatives to enhance operational performance.
- Prepare and present detailed operational reports for management review.

## **6. Customer-Centric Service Delivery**

- Build and maintain strong relationships with customers by ensuring delivery schedules and quality expectations are consistently met.
- Resolve delivery issues quickly to minimize impact on customer satisfaction.
- Implement customer feedback into process improvements.
- Communicate proactively with customers about delivery updates, potential delays, or service enhancements.

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## **Minimum Requirements**

- Diploma or Degree in Logistics, Supply Chain Management, or related field.
- Proven experience in warehouse, distribution, and fleet management.
- Strong knowledge of SHEQ standards and regulatory compliance (qualification advantageous).
- Proficiency in inventory management systems (SAP/EWM advantageous).
- Excellent leadership, communication, and organizational skills.

- Ability to work under pressure and adapt to changing operational demands.
  - Valid driver's license; forklift license advantageous.
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### **Key Competencies**

- Operational Planning & Coordination
  - Safety & Compliance Enforcement
  - Fleet & Asset Optimization
  - Inventory Accuracy & Control
  - Cost Management & KPI Monitoring
  - Staff Leadership & Development
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### **Additional Requirements**

- Namibian citizenship or valid Namibian permanent residence permit.
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### **Application Procedure**

If you meet the requirements for this role and are ready to contribute to the success of our company, please apply through our recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net). Ensure your application includes a detailed cover letter, a comprehensive CV, and any relevant certifications.

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**Closing Date:** 29 August 2025

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### **Equal Opportunity Statement**

Powerbat Namibia (Pty) Ltd is an equal opportunity employer and encourages applications from suitably qualified individuals, regardless of gender, race, or disability.