



# WE ARE HIRING



## CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

### Controller: Warehouse

Reporting to the **Manager: Warehouse** the position will manage, coordinate, and oversee the operational execution of the warehouse day and night shifts, including picking, loading, stock rotation, and inventory control. The role leads a multi-level team to ensure operational efficiency, compliance with health, safety and hygiene standards, and alignment with company procedures and service delivery targets.

#### Key Responsibilities

- Train, evaluate, and develop shift staff to maintain high performance and operational excellence;
- Foster accountability, teamwork, and discipline through effective leadership and supervision;
- Manage staffing levels, leave schedules, and performance interventions in collaboration with warehouse management and HR;
- Allocate picking slips accurately and ensure correct execution per outlet per standard operating procedures;
- Monitor and evaluate picker productivity daily, ensuring performance against KPIs (e.g., tons picked per hour/shift);
- Enforce FIFO stock rotation and manage expired/damaged stock investigations, including root cause analysis and reporting;
- Direct and coordinate Industrial Tractor operations within the warehouse and dispatch cages;
- Oversee direct loading of outbound deliveries and coordinate loading activities with Controller: Distribution;
- Inspect, log, and report all warehouse equipment damage, warehouse shelving issues, or infrastructure concerns;
- Manage sign-out/in of all shift equipment (e.g., forklifts, pallet jacks, cleaning equipment);
- Ensure effective shift handovers with incoming/outgoing Warehouse Controllers with documented summaries;
- Collaborate with Sales Operations and Distribution to resolve operational bottlenecks and maintain high service levels;
- Enforce compliance with health and safety regulations, hygiene standards, and workplace safety protocols (including PPE);
- Enforce hygiene protocols to meet ISO, HACCP, or other applicable standards.



**Submit Your Application**  
[hrnamibia@bokomonamibia.com.na](mailto:hrnamibia@bokomonamibia.com.na)



# **BOKOMO**™

## **WE ARE HIRING**



### **Qualification and Experience Required**

- Grade 12 with at least 8 years Warehouse experience
- Leadership and people management across multi-functional warehouse teams.
- Strong operational planning and execution capability.
- Knowledge of warehouse systems, stock controls, and inventory processes.
- High attention to safety, compliance, and operational detail.
- Ability to manage time, resources, and competing priorities effectively.
- Problem-solving and decision-making under pressure.
- Valid driver's license.

### **Skills and Knowledge**

- Confident, hardworking employee to manage co-workers to meet high performance standards;
- Good listening and comprehension skills;
- Flexible team player;
- Relationship builder with interpersonal skills;
- Result driven achiever with planning and organizational skills;
- Highly motivated self-starter who takes initiative with minimal supervision.

**Closing date: 17 April 2026**

**Submit Your Application**  
[hnamibia@bokomonamibia.com.na](mailto:hnamibia@bokomonamibia.com.na)

