

Job Description

Company – ASO

Site: Nasrec

Incumbent:

Date: 18 September 2025

Signed:



Position Details

Logistics Controller Transit Bay Warehouse

Job Summary:

A FMCG manufacturer requires an energetic and self-motivated Outbound Logistics Controller to maintain and oversee inventory and related daily warehouse activities such as receiving and dispatching of finished goods, ensuring the efficient delivery of goods, supervising staff, and securing the warehouse according to

Qualifications

Matric, Min 5 years' experience in warehousing on Supervisor level. Relevant tertiary qualification required.

Role Competencies

FMCG, Manufacturing and Warehousing sector experience essential. Full knowledge of the requirements in respect of global standards of warehousing/ dispatching of finished goods. Understand risk, business processes and controls. Excellent leadership skill, including strong coaching experience. FIFO strategies.

Position Responsibilities

- Supervising warehouse staff and daily activities.
- Evaluating and reporting on warehouse productivity as per daily requirements.
- Coordinating the receipt, storage, packing and timely IBTs of packed goods to Main Warehouse and customers.
- Comply with SITE health and safety regulations.
- Effectively control of FG stocks via stock sheet counting daily.
- Performing a daily inspection of the FG Transit warehouse ensuring all pallets leave with Tamper evident tape and has QA released.
- Liaising with operations(packing) department to ensure stock quantities are handed over from production.
- Maintain working relationships with outbound domestic carriers.
- Support logistics staff in other locations.
- Ensure adequate logistics preparedness through contingency planning and continuous reviews.
- Stock loading and monitoring.
- Effectively handles returns, diversions and short deliveries of products.
- Plans and schedules deliveries/ loading programmes as set out by planning department.
- Ensures that all despatches leave with a SAGE IBT and the corresponding manual documents.
- FIFO process

Leadership Standards

- Provide inspirational leadership skills
- Create a culture of execution
- Display business insight and innovate
- Facilitate inter-departmental relationships for overall growth
- Develop commitment through engagement

Skills and Attributes

- Diplomacy
- Initiative
- Assertiveness
- Tolerance of stress
- Creativity
- Proactivity
- Attention to detail
- Deadline driven
- Able to interact at all levels of the organization
- Able to plan ahead
- Manage time
- Able to prioritize
- Custodian of company vision/mission/culture

Key Performance Indicators (KPIs)

- Inventory Management
- Cost Management, Drive Cost savings Initiatives
- General warehouse management
- Team Management
- Receiving, Dispatch and Asset Utilization
- Health and safety