

BAHAMAS POWER AND LIGHT COMPANY LTD.

INTERNAL VACANCY NOTICE



VN. NO: 2023-84

MANAGER

A vacancy exists in the Company for the position of **Manager – Warehouse** in the Supply Division.

The Position

The job plans, organizes, monitors, and directs the receiving, warehousing and distribution of materials received to provide efficient service and minimize total storage costs at central, satellite and Family Island Stores. The Warehouse Manager is also responsible for Cycle and Annual counts, and maintains accurate inventory records.

Responsibilities of the position include, but not limited to, the following:

- Overseeing material security and responsive service;
- Coordinating inventory shrinkage and warehouse cost;
- Monitoring and evaluating the performance of subordinate staff;
- Establishing the processes, policies and procedures for the department;
- Ensuring proper accounting and job costing of materials;
- Ensuring maximum use of warehouse space and racking systems;
- Ensuring the security of the warehouse from pilferage and weather damage;
- Ensuring efficient management of stores at New Providence and Family Island locations;
- Managing traffic from vendors and intra-island shipments;
- Maintaining a personnel structure and staffing level to accomplish the warehouse and receiving mission in an effective and efficient manner. Interviewing and recommending applicants for hire;
- Planning and coordinating work, training and motivating, monitoring and evaluating performance of warehouse and receiving associates; ensuring their ability to safely operate material handling equipment to move materials to and from storage configurations; counseling, recording and disciplining as necessary. Developing leaders to effectively oversee the daily routines of their assigned members;
- Maintaining an equipment structure and level to accomplish the warehouse and receiving mission in a safe; effective manner. Providing appropriate equipment and racking to ensure the safe transport and storage of all materials. Researching material handling equipment to ensure procurement of the most suitable equipment in terms of performance, safety, reliability and cost;
- Monitoring the unloading of all materials into the department; ensuring materials are staged for counting and inspection; ensuring receiving reports accurately report material received. Resolving discrepancies with accounting regarding invoices, packing slips, and receiver reports. Monitoring the flow of paperwork from receiving to inventory control for timely data entry. Overseeing the movement of material from receiving to the warehouse in an efficient, effective and safe manner;
- Monitoring and measuring performance for accuracy of locator, receiving & reporting, movement and storage of material, and transferring to service parts;
- Developing and recommending annual budget requirements for the department. Anticipating and requesting funding for future personnel requirements. Anticipating and requesting funding for future material handling equipment.

Job requirements include but not limited to:

- Bachelor degree in Business Administration or equivalent qualifications
- A minimum of 7+ years of experience in Stores Management, Material Handling and Transportation
- Knowledge of material management and logistics.
- Knowledge of shipping and transportation procedures
- Knowledge of supply contracts
- Ability to communicate effectively both orally and in writing
- Good judgment and sound reasoning ability
- Good report writing skills
- Good time management skills
- Manages Logistics Coordination

Interested persons should apply to Afuture@bplco.com on or before: **December 15, 2023**

Only candidates meeting the criteria will be contacted.