

THE POSITION

Title: **Warehouse Team Leader**, Supply Chain

Report to: Site Director (HK)

Location: Hong Kong

Our client is a Fortune 500 company (headquarters in the U.S., listed on the NYSE), the job holder will be responsible for smooth daily warehouse operations, through effective team management, tracking inventory, creating reports, line management (coordinating workloads, monitoring issues and escalating as necessary). S/he will ensure to meet expected quality standards, as well as sales targets, and KPIs.

Major Responsibilities

- Manage the team of warehouse operations.
- Assist in running an efficient warehouse operation which is able to fulfil operational and customer demand and meet set targets.
- Maintain high standards of security in the warehouse.
- Ensure staff comply to health, safety and environmental regulations and company compliance standards.
- Overseeing a team of warehouse workers.
- Ensuring that all aspects of warehouse operations function smoothly.
- Providing guidance and instruction to a cross-functional working group about a project or portfolio of projects.
- Overseeing progress towards goals.
- Coaching team members as needed.
- Meeting productivity and KPIs.
- Communicating any issues with upper management.

Financial Responsibility

- Overall responsibility of inventory, and warehouse performance. Failure will result in serious financial liability to the organization.

Position Qualifications

- Bachelor's degree in business or related discipline, or at least 10 years previous experience in warehouse operational role.
- 5 - 10 years progressive experience in warehouse disciplines.
- An appropriate warehousing qualification would be advantageous.

- Certified in: Dangerous Goods Handling and aviation security.
- A supervisory qualification would also be beneficial.
- Proven experience as a Warehouse Team Leader with experience of supervising and motivating a team.
- A good working knowledge of health and safety and security requirements.
- Knowledge and understanding of lean techniques may be advantageous.
- Fork Lift Truck license.
- Commitment to work towards professional accreditation with an industry related body.

Other Requirements

- Supervisory and team leader skills with the ability to motivate, develop and supervise others.
- Good communication and interpersonal skills.
- Good IT skills, incl. spreadsheets and databases and a knowledge of warehouse systems.
- Analytical and numerical.
- Good understanding of customer deliverables and the impact of failure / cost of poor quality.
- Good planning skills and able to meet targets and deadlines.
- Excellent attention to detail skills.
- Language proficiency in English, Cantonese and Mandarin.

- End of this Position Description -

For more information, please contact us at team@sogplus.com