



# **OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL**

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

## **ADMINISTRATIVE STAFF MEMBERS**

### **Additional Roles**

### **WAREHOUSE MANAGER**

Responsibilities:

Oversee and manage inventory levels to ensure accurate stock counts.

Implement efficient inventory control measures to minimize discrepancies and losses.

Supervise the receiving and dispatching of goods.

Ensure timely and accurate processing of incoming and outgoing shipments.

Implement and maintain quality control procedures for incoming and outgoing goods.

Conduct regular inspections to ensure product quality.

Organize and optimize warehouse space for efficient storage.

Implement and maintain a systematic storage system.

Recruit, train, and manage warehouse staff.

Schedule employees and manage staffing levels to meet operational demands.

Ensure compliance with health and safety regulations in the warehouse.

Implement safety protocols and conduct regular safety training.

Coordinate with logistics and transportation providers to ensure timely delivery of goods.

Optimize transportation routes to minimize costs.

Utilize warehouse management systems (WMS) and other technology for efficient operations.

Implement technology solutions for inventory tracking and reporting.

Oversee order picking, packing, and shipping processes.

Ensure orders are processed accurately and on time.

Generate and analyze reports on warehouse performance, inventory levels, and order fulfillment.

Provide insights for continuous improvement.

Communicate effectively with other departments, suppliers, and customers.

Resolve any issues related to warehouse operations.

Monitor and control operational costs related to warehouse activities.

Identify opportunities for cost-saving measures.

Requirements:

A bachelor's degree in supply chain management, logistics, business, or a related field.

Relevant certifications in logistics or supply chain management may be advantageous.

2-3 years of experience in warehouse management or a related field.

Previous managerial experience may be required.

Familiarity with the Nigerian logistics and supply chain landscape.

Understanding of local regulations and customs procedures.

Proficiency in using warehouse management systems (WMS) and other relevant technology.

Strong knowledge of inventory management principles.

Strong leadership and team management skills.

Ability to motivate and guide a diverse team.

Excellent interpersonal and communication skills.

Ability to coordinate with various stakeholders.

Strong organizational and multitasking abilities.

Ability to prioritize tasks and manage time effectively.

Strong problem-solving abilities to address issues in warehouse operations.

Proactive in identifying and resolving potential challenges.

Ability to adapt to changing circumstances and operational requirements.

Flexibility in handling different aspects of warehouse management.

Strong numerical and analytical skills for data analysis and reporting.

Warehouse managers may be required to be physically fit as the role may involve moving around the warehouse and occasionally lifting heavy objects

**Benefits:**

Competitive salary and benefits package. Opportunity to work in a dynamic and fast-paced environment. Career development opportunities within a growing hospitality company. Discounted hotel stays and access to hotel amenities. The chance to make a positive impact on the guest experience. If you are a highly motivated and customer-oriented individual with a passion for hospitality, we encourage you to apply!

**To Apply:**

Please send your resume and cover letter to [hr@oyinsinternational.com] We look forward to hearing from you!