



OYINS RESORT: A SUBSIDIARY OF OYINSINTERNATIONAL

OLD EPE GARAGE, IJEBU ODE OGUN STATE NIGERIA

ADMINISTRATIVE STAFF MEMBERS

Additional Roles

Assistant Warehouse Manager

Responsibilities:

1. Assist the Warehouse Manager in planning, organizing, and coordinating warehouse activities to ensure timely and accurate fulfillment of orders.
2. Supervise warehouse staff, including assigning tasks, providing training, and monitoring performance to ensure productivity and adherence to policies and procedures.
3. Coordinate with other departments, such as procurement and logistics, to ensure smooth flow of goods in and out of the warehouse.
4. Assist in maintaining accurate inventory records through regular cycle counts, reconciliations, and audits.
5. Oversee shipping and receiving operations, including inspecting incoming shipments, verifying quantities, and preparing outgoing shipments.
6. Ensure compliance with health and safety regulations and company policies to maintain a safe working environment.
7. Implement and enforce security measures to prevent loss, theft, or damage to warehouse assets and inventory.
8. Collaborate with the Warehouse Manager to develop and implement process improvements to optimize efficiency and reduce costs.

9. Assist in resolving inventory discrepancies, shipping errors, and customer complaints in a timely and effective manner.
10. Support the Warehouse Manager in budgeting, forecasting, and resource planning to meet operational goals and objectives.

Qualifications:

1. Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or related field. (Equivalent experience may be accepted)
2. Proven experience in warehouse operations, with at least 2-3 years in a supervisory or leadership role.
3. Strong understanding of warehouse processes, inventory management, and logistics principles.
4. Excellent leadership and team management skills, with the ability to motivate and develop staff.
5. Proficiency in using warehouse management systems (WMS) and Microsoft Office applications.
6. Attention to detail and strong organizational skills to maintain accurate inventory records and manage multiple tasks.
7. Excellent communication and interpersonal skills to interact with staff, vendors, and other stakeholders.
8. Ability to analyze data, identify trends, and make informed decisions to improve warehouse performance.
9. Knowledge of health and safety regulations and best practices in warehouse operations.
10. Flexibility to work shifts, weekends, and overtime as needed to meet business demands.

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!