



VACANCY: WAREHOUSE SUPERVISOR

Location: Windhoek

Reports To: Warehouse Manager

Company: Furntech

Closing Date: 25 August 2026 @ 7:00PM

Role Purpose

The Warehouse Supervisor will be responsible for supervising the day-to-day dispatch, stock control and warehouse activities, ensuring that stock is accurately processed, picked, moved, loaded and dispatched in accordance with operational requirements.

The position will also be responsible for maintaining a safe, clean and organised warehouse environment, supervising and developing warehouse employees, supporting inventory control processes and acting as Warehouse Manager when required.

Key Responsibilities

1. Dispatch Supervision

Administration

- Assist with invoicing activities.
- Liaise with the Invoicing and Administration Clerk to ensure the correct and accurate filing of Proof of Delivery (POD), Goods Received Voucher (GRV) and picking slip documentation.
- Ensure dispatch-related documentation is accurately maintained and processed.

Stock Dispatch

- Supervise the dispatch and transportation process for outgoing stock.
- Take responsibility for the dispatch of all stock items from the warehouse.
- Supervise all shipments, including the processing and control of documentation relating to stock being dispatched.
- Identify, investigate and resolve stock discrepancies and damage reports where applicable.

- Supervise the picking and movement of stock to the delivery platform.
- Supervise the correct and safe loading of stock onto delivery vehicles.
- Perform any other reasonable duties as requested by Management.

2. Safety and Compliance

- Maintain a safe, clean and tidy warehouse environment.
- Ensure warehouse shelving and storage areas are kept clean and orderly.
- Ensure gangways, walkways and operational areas remain clear and free from litter, obstacles and obstructions.
- Direct and maintain appropriate safety practices for employees reporting to the position.
- Ensure compliance with applicable Health and Safety standards at all times.
- Promote safe working practices throughout warehouse and dispatch activities.

3. Team Supervision

- Supervise employees reporting to the position.
- Monitor and evaluate employee performance.
- Train and develop warehouse employees in accordance with operational requirements.
- Provide employees with appropriate guidance and support to ensure warehouse activities are completed accurately and efficiently.

4. Stock Control

- Supervise inventory control processes.
- Train employees on stock-count procedures and stock-count cycles.
- Coordinate and supervise regular stocktakes.
- Participate in and assist with stocktakes as required.
- Support the Warehouse Manager in maintaining accurate stock control throughout the warehouse.

5. Acting Warehouse Management Responsibilities

- Stand in as Acting Warehouse Manager when required.
- Provide operational support to the Warehouse Manager.

- Assume appropriate warehouse supervisory and management responsibilities during the Warehouse Manager's absence.

Qualifications & Experience

- Grade 12 (NSSCO/NSSCAS) or equivalent qualification.
- A Certificate or Diploma in **Warehouse Management, Logistics, Supply Chain Management, Business Administration**, or a related field will be an added advantage.
- Minimum of **3 years' relevant experience in a warehouse, stores, logistics or distribution environment**.
- At least **1–2 years' experience in a supervisory or team leader role** within a warehouse or similar operational environment.
- Practical experience in **stock control, stocktaking, inventory management, picking, dispatch and receiving processes**.
- Experience supervising the **loading and dispatch of goods** and ensuring accurate supporting documentation.
- Experience working with warehouse documentation such as **Proof of Delivery (POD), Goods Received Vouchers (GRVs), picking slips and invoices**.
- Previous experience training, supervising and monitoring the performance of warehouse employees.
- Experience identifying and resolving **stock discrepancies, damaged stock and dispatch-related issues**.
- Computer literacy, including practical working knowledge of **Microsoft Office**, particularly Excel and Outlook.
- Experience working with an **inventory, warehouse management or ERP system** will be an added advantage.
- Knowledge of workplace **Health and Safety requirements and safe warehouse practices**.
- A valid Namibian **Code B Driver's License** will be an added advantage.

Knowledge & Skills

The successful candidate should demonstrate:

- Sound knowledge of warehouse and dispatch operations.
- Understanding of stock and inventory control processes.

- Knowledge of stocktaking procedures and inventory cycles.
- Understanding of dispatch documentation, including PODs, GRVs and picking slips.
- Ability to supervise stock picking, movement, loading and dispatch activities.
- Good understanding of workplace Health and Safety requirements.
- Ability to supervise, guide, train and evaluate warehouse employees.
- Strong organisational and administrative abilities.
- Good attention to detail and accuracy.
- Ability to identify and resolve stock discrepancies and operational issues.
- Ability to work effectively with administration, invoicing, warehouse and transport functions.
- Ability to assume additional responsibility and act in a warehouse management capacity when required.

How to Apply

Interested candidates who meet the above requirements are invited to apply via www.jobopportunities.net and submit:

- A detailed cover letter
- An updated CV
- Certified copies of relevant qualifications and supporting documentation

Applications must be submitted through **Jobopportunities.net**.

Only shortlisted candidates will be contacted.

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