



Our ref: CPE 011/Vol.2/24

JOB OPPORTUNITY

Job Title: Warehouse Manager

Responsible to: Production Manager PM

Place of work: CPE Modern Spice Factory Ngomgham Mankon Bamenda II Sub Division North West Region Cameroon

Company Overview:

CPE is a leading food processing company dedicated to delivering high-quality food products to our customers. With a commitment to excellence and food safety, we operate a state-of-the-art facility where we process and package a wide range of food items. We are seeking a dynamic and experienced Warehouse Manager to join our team and oversee the efficient operation of our warehouse facility.

Job Summary:

As the Warehouse Manager, you will be responsible for managing all aspects of the warehouse operations, including inventory management, receiving, storage, and distribution of food products. You will lead a team of warehouse personnel to ensure compliance with safety regulations, inventory accuracy, and efficient workflow processes. The ideal candidate will have a strong background in warehouse management, preferably in the food processing industry, and possess excellent leadership and organizational skills.

Key Responsibilities:

- Oversee day-to-day operations of the warehouse, including receiving, storing, and shipping food products.
- Develop and implement warehouse policies and procedures to ensure compliance with food safety regulations and company standards.
- Maintain accurate inventory records and conduct regular inventory audits to minimize discrepancies.
- Optimize warehouse layout and storage space to maximize efficiency and productivity.
- Supervise and train warehouse staff to ensure they adhere to safety protocols and follow proper handling procedures for food products.
- Coordinate with other departments, such as production and logistics, to ensure timely delivery of products and resolve any issues that may arise.
- Monitor key performance indicators (KPIs) to track warehouse performance and identify areas for improvement.
- Implement cost-saving initiatives to optimize warehouse operations while maintaining high standards of quality and safety.
- Prepare and present regular reports on warehouse activities, including inventory levels, shipping/receiving metrics, and workforce productivity.



Cowrie Products Enterprise, CPE

Date: 13/06/2024....

Qualifications:

- Bachelor's degree in logistics, supply chain management, business administration, or a related field preferred.
- Minimum of 5 years of experience in warehouse management, preferably in the food processing industry.
- Strong knowledge of warehouse operations, inventory management, and distribution processes.
- Familiarity with food safety regulations, such as HACCP and FDA guidelines.
- Excellent leadership and interpersonal skills, with the ability to motivate and mentor warehouse staff.
- Proficiency in warehouse management software and Microsoft Office suite.
- Ability to prioritize tasks and work effectively in a fast-paced environment.
- Strong problem-solving skills and attention to detail.
- Excellent communication skills, both written and verbal.

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement savings plan with CNPS
- Paid vacation and holidays.
- Opportunities for career advancement and professional development.

Application requirements

- Hand written application addressed to the CED, Cowrie Products Enterprise, CPE
- Photocopies of all relevant documents
- Photocopy of National ID card

Deadline for submission of completed files 25/06/2024

All applications should be deposited at Farmer's One-Stop Shop Kobi Building Fish pond bridge adjacent Express Union Food Market of contact. **676873860 / 677965013**

Ndonwi Derick Shu
CED