

Job description for Operations Manager

Job title	Operations Manager
Reports to	Commercial Manager
People who report to this role	Inventories In-charge, central Dispatch In charge, Vehicle Repair In charge
Also interfaces with	GM-Finance, Commercial Manager, P&C Manager, Store Keepers, Purchase Assistant
Entity	Steel and Tube Industries limited (STIL)
Location	Kampala

Main Responsibilities

Logistics management

- Maximum utilization and allocation of company vehicles
- Track and monitor vehicle movement
- Issue fuel for both vehicle and factory use
- Manage drivers
- Vehicle Maintenance
- Outsource vehicles for transportation

Scrap management

- Review of tenders and its comparatives prepared by the purchase Executive
- Review all documents of sale of scrap like Delivery note, Invoice, weighing ticket, Cash receipts etc.
- Ensure posting scrap in SAP
- Verification of the supplier invoices
- Coordinate with the weigh bridge, **security and offloading team**

Inventory Management

- Reviews the list of values and quantity of inventory items on periodic basis.

- Carry out periodic walk-through of the store area to make sure materials are shelved and stored appropriately.
- Responsible for carrying out detailed analysis of the physical verification of stock report and compile the details of differences between the stocks physically available via-a-vis stock balance as per SAP.
- Monitor material re-order balances in SAP.
- Review list and value of inventory to dispose of, and authorize the same.
- Reviews and approves Inventory database changes.
- Monthly reconciliation of raw material issued to production and finished products, rejects received from production

Vehicle Repair & Maintenance

- Review and controls all cases of urgent purchases.
- Mechanical & vehicle movement
- Repair and maintenance of vehicles
- Spare parts and other things
- Collecting quotation from different spare part suppliers and garages and compare price
- Inventory of vehicles
- Time to time health check-up of vehicles and keep service records

Manpower Management

- Review, coordinate and arrange manpower as per workflow

Reports

- Review of ending PR and pending PO Reports on monthly basis
- Providing monthly report on cases of pending PR and PO exceeding 1 month to the Executive Director
- Review of report on non-moving and slow moving items on monthly basis
- Providing quarterly report on non-moving and slow moving items to the Executive director.
- Review of report on inventory level on monthly basis
- Review of report of urgent purchases on monthly basis.

- Review of report on GRNs prepared but invoice not recorded on monthly basis.
- Providing quarterly report on urgent purchases to the Executive director.
- Report on reason-wise rejection of raw material on monthly basis.
- Physical verification of inventory report taken by stores department on quarterly basis.
- Physical verification of Inventory report taken by internal auditors on annual basis.
- Initiating annual requirement budget and get it approved from ED & MD.
- Providing monthly report on Budget vs. Actual performance to ED & MD.
- Fuel Consumption Report
- Vehicle maintenance and allocation report

SKILLS & KNOWLEDGE

Educational Qualifications & Functional / Technical Skills	<ul style="list-style-type: none"> • Bachelor's degree in Business or an equivalent. • A master's degree in supply chain/logistics/ stores management or its equivalent is a must
Relevant Experience (Type of experience and minimum number of years)	<ul style="list-style-type: none"> • 10 years' experience in supply chain/logistics/ stores or a related field. • Knowledge of Manufacturing industry is an added advantage.
Other requirements (Behavioral etc.)	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills • Excellent interpersonal skills • Result oriented • Excellent communications skills, both orally and in writing

Interested and qualified candidates should submit their applications accompanied with a detailed Curriculum Vitae (CV), photocopies of academic documents and certificates, not later than **6th April 2021 at 5:00 pm by Email;** jobs@stil-group.com