

Warehouse Supervisor

WAREHOUSE DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, Corporate and individual customers. As a company committed to excellence, we take pride in providing top-quality IT products, office products, survey equipment, stationery and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking a skilled and experienced Warehouse Supervisor to join our team. The ideal candidate will oversee daily warehouse operations and lead a team of 50 staff. This role supports the Warehouse Manager in ensuring efficient inventory handling, timely dispatch and receiving of goods, and maintaining a safe and organized warehouse environment.

JOB OVERVIEW:

Reporting directly to the Warehouse Manager, the Warehouse Supervisor plays a crucial role in our warehouse operations. This position requires a minimum of 3 years of experience in warehouse or logistics roles, with proven team leadership experience and proficiency in warehouse systems such as PRONTO ERP.

KEY RESPONSIBILITIES:

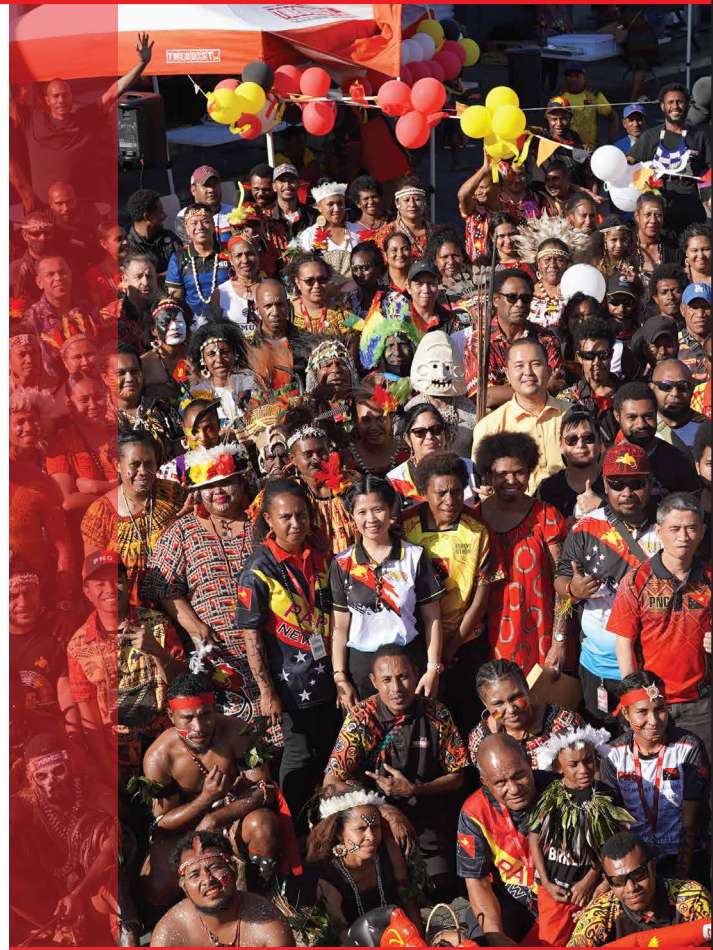
- Supervise and coordinate daily warehouse operations, including receiving, storage, dispatch, and inventory control.
- Lead, train, and motivate the warehouse team to meet performance and safety standards.
- Monitor workflow and allocate tasks to ensure timely and accurate order fulfilment.
- Support the Warehouse Manager in implementing operational procedures and process improvements.
- Ensure compliance with workplace health and safety regulations.
- Conduct regular stock checks and assist with inventory audits.
- Maintain accurate records of warehouse activities, including deliveries, returns, and stock movements.
- Liaise with internal departments such as sales, dispatch, and procurement to ensure smooth operations.
- Identify and resolve operational issues promptly to minimize disruptions.

QUALIFICATIONS AND SKILLS

- Diploma or Bachelor's degree in Logistics, Supply Chain Management, Business, or a related field.
- Minimum of 3-5 years of experience in warehouse operations, with at least 1-2 years in a supervisory role.
- Strong leadership and team management skills.
- Good understanding of warehouse procedures, inventory systems, and safety protocols.
- Proficient in Microsoft Office and warehouse management systems.
- Excellent communication, problem-solving, and organizational skills.
- Physically fit and able to work in a fast-paced environment.

PREFERRED ATTRIBUTES:

- Experience supervising medium to large warehouse teams.
- Familiarity with ERP systems such as PRONTO or similar platforms.
- Ability to lead by example and foster a positive team culture.
- Strong attention to detail and commitment to accuracy.
- Flexible and adaptable to changing priorities and workloads.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is Friday, June 6th, 2025.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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