

Job announcement

Company	ITD Distribucija Doo Skopje
Department	Warehouse
Title	Warehouse Manager

Introduction:

An excellent opportunity for you to join a regional leading IT distribution company, part of InfoSoft Group. We are company with 15th years of experience on Macedonian market, dealing with distribution of IT products, paper and graphic materials.

In recent years despite the global economic crisis, we have high performance in our operations. Aspiring for high performance while taking into consideration market realities, focusing on punctual distribution process, qualitative relationship with partners, high business ethics, excellent logistics, professionalism and knowledge in sales/management, ITD Distribution has the objective to be a market leader in the IT distribution market in Macedonia.

Continued progress and growth of our company is based on the talent and work of our team of 40 professional, ambitious and qualified employees. The continuous staff training with the scope of improving performance, professional development and career advancement through the Company's structure is one of our main concern. Each employee has documented evaluation of performance assessment based on metrics, clear and concrete instructions for fulfilment of the duties, staff motivation for encouraging personal skills and improvement of job efficiency. This is why, in our view, human capital has been and will be our greatest asset.

What You'll Do

- Determines the placement for each product in the warehouse. Prepares the proper spaces for organizing the expected supplies.
- Enters and delivers the goods with the required documentation by the company and the procedures applies, by carrying out the necessary checks.
- Ensures that the product's arrangement meets the standards and their technological requirements.
- Responsible for the storage and preservation of the products from damage and theft.
- Participates in the inventories and is responsible of the results.
- Fulfills in time all requirements for the supply of goods upon work needs. Communicates with the requester and the involved employees in the process to accomplish the request and to report the faced problems in time.
- Knows very well every duty of each employee under his/her supervision, document operator, warehouse workers and warehouse drivers
- Organizes the staff under his/her supervisor to accomplish in time and with quality the tasks and the requests.
- Organizes delivery routes and makes delivery plans on a daily basis
- Executes the instructions for occupational and safety at work.
- Optimize space utilization.
- Maintains and take care of utilization of the company vehicle.
- Performs other related duties in the warehouse as required

Job requirements:

- 3+ years' experience in similar job positions, in distribution company, preferable as Warehouse Manager. Candidate with less experience will also be considered in the selection process.
- Valid driver's license B category with clean driving record.
- High school diploma
- Excellent knowledge of road safety regulations.
- Good knowledge of the IT /graphic and paper products - preferable
- Good computer skills
- Working knowledge of local roads and routes.
- The ability to utilize maps, GPS systems, and car manuals.
- Excellent forklift handling
- Team worker and ability to work under pressure and to Stay Calm in different situations.
- Good human relations skills.
- Very good communication skills
- Very good organizational skills
- Punctual and reliable.
- Availability/Disposition to work overtime in case of need.

What you can expect from us

- In addition to a competitive base salary, this position provides incentive compensation that rewards the individual based upon assigned objectives. Statutory benefits also provided in accordance with local laws and practice.
- Great opportunity to join a Balkan wide recognized & market leading company - Infsoft Group is amongst the top IT Distributors with more than 31 years of experience;
- Liberal and enriching environment by working closely with the industry leading vendors;
- Career development and professional challenges, continuous training opportunities as well as attendance in conferences.
- Private health insurance benefits.

Qualified candidates should submit the letter of interest and their CV, to the following email address: career@itd.mk, or call on following number 02 2 653 270, with „Subject“ indication: **“Warehouse Manager”**

Only qualified candidates will be called on interview.

The CV-s must be in English. The closing date for applications is 23.12.2022.

The personal information that you will submit through your application, will be protected and used only for recruiting purposes, according to the legislation for the protection of personal information, the Law on Personal Data Protection ("Official Gazette of the Republic of Macedonia" No. 7/05, 103/08, 124/08, 124/10, 135/2011, 43/2014 and 153/15).