

INTERNAL/EXTERNAL VACANCY

Shift Supervisor Permanent

Main Purpose of the Job

Supervise and assist the work of the Spotters and Operators in order to ensure that productivity targets and performance standards are consistently achieved.

Minimum Education and /or Qualifications preferred:

- Diploma in Cargo Logistics
- Supervisory/Management
- 5 years in a supervisory position in the bulk cargo handling industry

The successful candidate will engage in, but not limited to the following activities:

- Maintain and monitor the achievement of standards and targets and continuously improve performance
- Supervise staff and improve performance
- Manage resources
- Demonstrate a strong customer service attitude
- Apply and improve work procedures and systems
- Establish and monitor service level agreements of independent contractors
- Monitor safety, health and environmental practices against company standards and account for and deal with variances

Manage and improve productivity and related efficiencies

- Monitors productivity against targets on an ongoing basis and addresses any variance
- Monitors safety, health and environmental matters against company standards and addresses any variance
- Records performance figures on a daily basis (spreadsheet & graphs, time studies)
- Controls and reduces running expenses
- Evaluates processes and systems to improve operational efficiencies and effectiveness
- Keeps abreast of developments in technology, operations processes and relevant legislation

- Proposes appropriate changes or developments within the company to ensure efficiencies are maintained and improved
- Demonstrates a customer-orientated attitude
- Investigates and resolves problems i.e. Accidents and incidents

Control all operations related to loading and discharging of Vessels

- Monitors operations and logistics for cargo in and out of terminal (Road and Rail)
- Achieves production targets and quality standards
- Establishes productivity targets and quality standards for each section
- Communicates targets and standards and supports achievement of these
- Prepares reports to management and ensures that investigation of and action on variances is highlighted
- Investigates and resolves problems

Control the human, physical and financial resources of the department

- Monitors resource usage and ensures optimal usage
- Monitors the resource use of each section and investigates and corrects any variance from targets
- Controls costs
- Offers strategies for improving productivity and resource use
- Ensures that reportees understand what is required from them and their staff
- Assesses productivity and performance and ensure that consistent, fair and immediate corrective action is taken where necessary

Knowledge, Skills and Abilities required

- Strong problem solving and analytical skill
- Sense of urgency & pro-activeness
- Attention to detail

Physical and mental requirements:

- Free from asthma and related illness

CLOSING DATE: 22 SEPTEMBER 2023

Interested persons must submit their applications marked for the attention: Senior Human Resource Officer nompilom@bulkconnections.com – this should include a cover letter, detailed CV and copies of qualifications/certificates. This position will be filled in terms of the Company's EE target.

PROTECTION OF PERSONAL INFORMATION ACT OF 2013

All information received during the recruitment process will be processed, kept and/or destroyed in terms of **PROTECTION OF PERSONAL INFORMATION ACT OF 2013**