

EPPC Albania on behalf of its client, a leading distribution company in Albania, is currently recruiting a **Warehouse Manager**.

Major responsibilities:

- Supervise and lead warehouse staff, including assisting hiring, training of new warehouse & delivery employees and performance management;
- Develop and implement efficient warehouse processes and workflows;
- Implement and maintain inventory management systems to track and optimize stock levels;
- Conduct regular audits to ensure inventory accuracy and minimize discrepancies;
- Oversee the receiving, storage, and dispatch of goods, ensure timely and accurate order fulfilment, preparations for delivery to our clients;
- Strategically plan and organize warehouse layout to maximize space utilization;
- Implement efficient storage and retrieval systems to optimize warehouse capacity;
- Collaborate with other departments to streamline overall supply chain operations;
- Implement quality control measures to guarantee the accuracy and condition of goods;
- Monitor and address any product or process problems that affect quality of goods;
- Organize efficient, high-quality and on-time logistics service toward customers of the Company and constantly increase the economic efficiency of operations;
- Responsible for the problematics related to delivery process on Company customers and take measures to resolve and minimize the risk of future problematics;
- Ensure compliance with health and safety regulations and implement best practices;
- Monitor and control operational expenses within budgetary constraints, identify opportunities for cost savings and process improvements;
- Oversee the maintenance and repair of warehouse equipment, coordinate with external vendors for equipment servicing as needed;
- Maintain accurate documentation of inventory, shipments, and other relevant records.

Requirements for this position are:

- University degree in business administration, finance or a related field;
- **Minimum 3 years of experience in warehouse management or similar role;**
- Strong knowledge of inventory management systems and warehouse processes;
- **Proficient in using warehouse management software;**
- **Good knowledge of Navision will be considered an advantage;**
- Effective communication and interpersonal abilities;
- Familiarity with safety and compliance regulations;
- Analytical and problem-solving skills;
- Good knowledge of MS Office;
- **Good knowledge of English;**

How to apply:

To apply for this opportunity, please fill your application at:

<https://aplikim.eppc.al>

You will be contacted only if your CV will be qualified.