

## **Assistant Warehouse Manager**

SARMED is looking to recruit a dynamic candidate for the position of Assistant Warehouse Manager. The successful candidate will be provided support to the Warehouse Manager in a wide range of duties and facilitate the warehouse day-to-day workflow. The position reports to Warehouse Manager and is based at Mandra, West Attica.

### **Main Responsibilities:**

- Supervise the warehouse staff on the field and delegate the scheduled tasks
- Coordinate the daily activities and provide support in overseeing of receiving, warehousing, and loading procedures
- Maintain documentation and keeping accurate records of warehouse activities
- Support employees training and ensure the implementation of Health & Safety procedures
- Assist in reporting preparation
- Prepare the work schedules and keep records regarding personnel presence & absenteeism
- Act as a contact person for the warehouse in case of Warehouse Manager absence

### **Professional Qualifications:**

- University degree. A postgraduate degree in a relevant field will be considered an asset
- Previous experience as supervisor or a similar management position for at least 5 years
- Previous experience in F&B industry will be considered as a plus
- Advanced user of MS Office and WM Systems
- Excellent written and oral communication skills both in Greek and English

### **Essential Attributes:**

- People management & leadership skills
- Ability to work within a team
- Achievement drive and be self-motivated
- Ability to work under pressure and strict deadlines
- Multitasking & strong problem solving

Interesting for the position? Don't hesitate to send us your CV quoting the code **AWM 0823** at [hr@sarmed.gr](mailto:hr@sarmed.gr)