



<https://www.fineformconsultancy.com/job/depot-supervisor/>

Depot Supervisor

Description

Our client in the Fast-Moving Consumer Goods (FMCG) industry, with its Head Office in Kitwe and branches across the country, is seeking to recruit a **Depot Supervisor** to join their team.

Job Purpose: To ensure that all depot operations run smoothly as per the standard requirements of the company.

Responsibilities

- To Overseeing daily depot operations
- Managing inventory levels to meet demand and avoid overstocking or shortages
- Preparing recommendations for stock orders
- Receiving and checking stock against Tax invoices and orders
- Ensuring depot maintenance and security
- Handling customer inquiries and resolving issues
- Coordinating with and supervising all depot staff to ensure depot objectives are met
- Reconciling sales, money, and returns
- Reporting to management on depot performance and any arising issues
- Overseeing utilization and maintenance of vehicles and other tools of trade
- Generating, tracking and reporting depot volume and non-volume KPIs
- Maintaining of petty cash

Qualifications

Qualifications and Experience

1. Grade 12 School Certificate
2. Minimum of a Degree in Business Administration or any business-related course
3. Class B or equivalent unrestricted Driver's License

Skills, Knowledge and Other Attributes

- Computer literacy (Microsoft Office)
- High attention to detail
- Good driving skills
- Strong team player
- Leadership capabilities
- Good communication skills
- Strong time management and organizational skills

Hiring organization

FINEFORM CONSULTANCY

Employment Type

Full-time

Beginning of employment

Immediate

Duration of employment

1 Year

Date posted

December 9, 2025

Deadline

12.12.2025