

## Assistant Warehouse Operations Manager Jobs In Dubai | Doka

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Company: Doka

Location: dubai

Category: other-general

### Assistant Warehouse Operations Manager Jobs In Dubai | Doka

#### About the job

#### Company Description

With more than 160 sales and logistics facilities in over 70 countries, highly efficient in-house production and more than 6,000 employees, the Doka Group is one of the world's leading companies for developing, manufacturing and distributing modern system formwork technology. Our strong and effective sales organization gives construction firms all over the world swift access to pathbreaking formwork solutions and services for all areas of cast-in-place building construction.

To continue building our high level of service for our customers, the Doka Group not only invests in its employees' professional and personal career development but also sets great store by foresighted personnel planning.

#### Job Description

Are you passionate about Warehouse Operations? Are manpower and material management hot topics for you? And are you looking for a new, rewarding opportunity right now?

Read on! We are looking for a self-driven, detail-oriented Assistant Warehouse Operations Manager to become part of our Operations Team. Your passion for material processing coupled with at least five years of experience in a dynamic operations environment will make you successful in this role. If you are looking to work for a reputed international company within a multicultural team based in Dubai, then this role is an exciting opportunity

for you.

As our Assistant Warehouse Operations Manager, you will be responsible for the execution of our daily tasks and duties in one of the largest and busiest yards within the Doka Group. In your new role, you'll work closely with our Yard Operations Manager, Head of Operations and a variety of other stakeholders. Does this sound like a new professional opportunity you're ready to take on?

Amazing! Then this could be you we're looking for to become part of our team.

### Job Description

Support YOP-C with the efficient management and execution of all YOP tasks in line with the global Doka quality guideline and procedures

Manage workflow and manpower on a daily basis in accordance with the workload incl. personnel matters

Train and develop our multicultural warehouse team

Communicate successfully with stakeholders on all levels incl. internal as well as external yard staff, department heads, customers and truck drivers

Prepare and monitor the key performance indicators for Yard Operations regularly

Ensure a safe work environment in collaboration with our QHSE officer and in line with the company's QHSE policy

Maintain a safe, clean and orderly work environment

Ensure appropriate use and maintenance of tools, machinery and digital applications

Professional complaint management incl. assessment, communication with all stakeholders, follow up and documentation in the relevant systems

Execute and manage regular stock takes (spot check, partial – and annual inventory) to ensure optimal stock accuracy.

Assist YOP-C with the strategic development of the department

Encourage motivation, engagement and team spirit in line with Doka's company culture to achieve the best possible team performance

Ability to work temporarily as a team leader and material inspector as required

### Qualifications

Professional qualification/ degree in logistics, warehousing or related fields

Five (5) years recent supervisory experience in yard, inventory or warehouse management

Fluent in spoken and written English

Ability to meet deadlines and prioritise

Excellent software skills ( Excel, Word and Doka's internal systems )

Strong team player with the ability to work unsupervised and a hands-on mentality

Experienced in leading multicultural teams

Excellent communication skills coupled with a diplomatic attitude

Analytical and economical approach

Proactive individual with attention to detail

Forklift and driving license is a plus

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