

Warehouse Supervisor

Job Description

Overall, Purpose of Role:

Supervise the warehouse team and manage day to day operations in a fast-moving Environment.

Responsible for 5S housekeeping standards and continuous improvement within the warehouse.

Act independently at the organisational level with outcomes, decisions, impact on function and success, reviewed with line manager on a regular basis.

Key Responsibilities:

Warehouse Supervisor, oversee and co-ordinate daily warehouse activities e.g.

- Plan, co-ordinate and monitor the receipt, storage, and timely delivery of the materials to the production.
- Ensure all Customer orders are accurately prepared and dispatched on time.
- Supervise and control order picking for production to ensure accuracy.
- Monitor stock levels to highlight minimum and excess levels and therefore prevent part shortages.
- Organise, facilitate, and manage stock takes at regular intervals.
- Ensure that all relevant procedures and processes are followed and adhered to in line with Company's procedures and requirements.
- Maintaining records, documents, and necessary information to monitor the effectiveness of warehousing activities and employee's performance.
- Communicate and co-ordinate activities with other departments.
- Identify errors and eliminate root cause robust countermeasures.
- Sustain the correction actions to eliminate repeated issues.

- Record and communicate all shortage issues to the Manager.
- Build team to achieve the company's targets and objectives.
- Maintain training matrix and ensure employees are trained and competent within their role.

Self-Management:

- Support and ensure compliance with Health & Safety regulations, Quality and Environmental standards, and all other Company's policies and procedures.
- Embraces personal challenge.
- Confident, rounded thinking.
- High level of motivation and action orientated.
- Has a collaborative approach to working with others.

Requirements and skills:

- Proven work experience as Warehouse (Stores) Supervisor or similar management position.
- Experience of operating in a supervisory capacity within a fast paced, highly pressurised warehouse environment.
- Highly effective supervisory skills and techniques.
- Good IT system knowledge and skills including Microsoft Office and data entry software.
- Strong communication and people skills.
- Strong analytical and problem-solving skills.
- Strong people and performance management skills.
- Time management skills and the ability to delegate.
- Critical thinking skills.

Work Hours: Monday – Thursday 7:30 - 16:30 and Friday 7:30 - 13:30

Benefits: Training, a pension scheme, free parking, 20 days holiday plus BH, good local services/amenities, career progression opportunities and regular staff events!