

Job Title: Warehouse Supervisor

Responsible to: **Operations Director**

Salary: **c£21 - 25k per year, dependent on experience**

Job purpose:

To supervise a Warehouse assistant to execute predefined processes to ensure fulfilment of all our day to day activities, including goods in and goods out in order to meet our customers' demands – this can range from 10 to 100 shipments per day. We are looking for an experienced warehouse supervisor that has a minimum of 3 years' experience in a similar role. You must have effective process control, administrative, communication skills and a good knowledge of all Microsoft Office applications.

Duties and Responsibilities:

Key responsibilities include (but not limited to):

- Ensure daily activities are carried out correctly and on time by staff under their supervision
- Select, prepare and process orders
- Oversee and process outgoing courier and mail shipments
- Ensure that shipment materials match packing lists before dispatching orders
- Answer any questions concerning product preparation and shipping
- Professionally communicate over the phone with other departments and customers regarding shipments
- Keep accurate records of stock and assist with stock taking
- Supervise all forklift operations
- Maintain warehouse and machinery, ensuring equipment is serviced when needed
- Overseeing and ensuring the warehouse and work area are clean and tidy
- Ensure all system updates are carried out accurately and efficiently

Physical demands:

- Loading and unloading of goods from vehicle
- Stacking of goods in correct storage bays
- Stacking of empty pallets

Essential Requirements:

- Previous supervisory experience
- Excellent organisational skills
- Excellent verbal communication
- Computer literate
- Ability to multi-task, delegate and work in a fast-paced environment
- Ability to communicate effectively with Customers and Co-Workers
- Ability to function well as part of a team
- Diligent attention to detail and attention to safety
- Ability to work under pressure
- Ability to use your own initiative
- Forklift licence

Beneficial skills and experience:

Minimum of 3 years' experience in a supervisory role in a warehouse.
Knowledge of WMS systems e.g. Auto Task, SAP – training will be given
Basic numeracy, literacy and computer skills.
Good knowledge of all Microsoft Office applications.