

# Warehouse Supervisor Job Description

# Decora

## Blind Systems

**Warehouse**

Issue Number 1

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# Job Title: Warehouse Supervisor

**Job Family:** Warehouse

**Reports to:** Warehouse Manager

**Main function:** Supervise a team of warehouse personnel to ensure the provision of a professional incoming goods, storage and dispatch service to customers, encompassing both speed and accuracy.

## **Role responsibilities:**

- Plan and co-ordinate the incoming goods, storage and dispatch of items in a timely and efficient manner to achieve your team objectives and Key Performance Indicators (KPIs), as determined by the Warehouse Manager.
- Overall responsibility for all aspects of the effective supervision, training & development and health, safety & welfare of your team.
  - To ensure effective, safe, accurate and timely stock management to include space allocation, stock transfer and dealing with non-confirming product.
  - Management of third part offsite storage.
  - Working closely with the Purchasing department to ensure adequate stock levels.
  - Organising and ensuring accurate and periodic cycle counts and stock takes.
  - Be responsible for ensuring that the quality of the product and service within the Warehouse is maintained at the highest possible standards for the customer.
  - Ensure quality procedures and team quality targets are strictly adhered to.
  - Implement the company's Health and Safety Policy, ensuring safe working conditions and practices within the Warehouse.
  - Represent the department on the Health & Safety Committee as required.
  - Any other reasonable duties which may be required by management from time to time.

***This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.***

## Personnel Specification

Factor	Essential Criteria	Desirable Criteria
<b>Attainments</b>	<p>Educated to GCSE level or equivalent with a C grade pass in Maths and English</p> <p>Current Forklift Licence</p>	Qualification in Supervisory Management
<b>Experience</b>	<p>A minimum of 3 years' recent, relevant supervisory experience</p> <p>Experience of managing teams within tight quality and efficiency parameters</p> <p>Proficient in the use of Microsoft Office packages and in particular, Excel</p>	<p>Supervisory experience gained within a manufacturing environment</p> <p>Experience of Quality Systems (preferably ISO 9001 (2008))</p> <p>Knowledge/application of business improvement techniques</p> <p>Experience of employee relations</p> <p>Experience of training/developing staff</p>
<b>Special Aptitudes</b>	<p>Strong people management skills</p> <p>High level of interpersonal skills</p> <p>Excellent planning, organising and prioritising skills</p> <p>Ability to make decisions</p> <p>Ability to use initiative</p> <p>Ability to implement, and ensure compliance with, company policies &amp; procedures</p> <p>Customer focused</p> <p>High level of honesty and integrity</p>	
<b>Disposition</b>	<p>Forward thinking</p> <p>Positive / 'Can do' attitude</p> <p>Assertive personality</p> <p>Technical aptitude</p> <p>Willingness to work overtime</p>	
<b>Knowledge and Interests</b>	<p>Committed to the philosophy of continuous improvement and to a culture of team working</p> <p>Willing to build strong interdepartmental relationships</p>	Willingness to apply best practice in terms of manufacturing techniques, personnel, training and health and safety



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